

MEMORANDUM OF ASSOCIATION
OF HIGHWAY TRAINING INSTITUTE

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1. Name: The name of the Society shall be 'Highway Training Institute'. The short title shall be HTI.
2. Registered Office: The registered office of the Society shall be at village Karora in Punjab near Chandigarh.
3. Objectives: The objectives for which the Society is established shall be :-
 - a) To give the technical personnel entering Highway Engineering Departments of the Central and State Governments and Local bodies, the necessary professional grounding in the field of highway engineering including bridges.
 - b) To impart service training in a systematic manner to the engineers and technical staff at different levels employed in the road sector by Central and State Governments and Local bodies as also the Private sector enterprises at various stages and intervals.
 - c) To help highway engineers develop managerial skill and professional ability to plan, design, construct and maintain an efficient, safe, reliable and economic highway system as an integral part of the nation's economy.
 - d) To stimulate and encourage amongst the highway engineers a desire to learn and grow within the organization and realise their potential in a spirit of mutual understanding and cooperation.
 - e) To help highway engineers build up character and develop an all around personality and esprit de corps.
 - f) To familiarise the personnel with the work and functions of the highway department, roles of the Planning Commission, Ministry of Shipping and Transport (RW) Central Road Research Institute, Geological Survey of India, Survey of India, Indian Standards Institution, Indian Roads Congress, Hydrological Research Stations and other agencies/institutions engaged in the Planning and execution of road projects and orient their ideas and thoughts towards the tasks they are expected to perform.
 - g) To promote cooperation among the highway engineers and to foster - exchange of knowledge, ideas and experience in the sphere of highway engineering. Outsiders from developing countries, if they want training in this Institute would also be welcomed.

- h) To enter into arrangements with the approval of Government of India, with foreign highway engineering/research institutions for the training of teaching staff abroad in specialized fields and to receive aid by way of grant or equipment for the development of the Society.
- i) To purchase, take on lease, accept as a gift or otherwise acquire any land or building wherever situated in India which may be necessary or convenient for the Society.
- j) To construct or alter any building which may be necessary for the Society.
- k) To sell, lease, exchange gift and otherwise transfer all or any portion of the properties of the Society to the State/Central Government.
- l) To establish, furnish and maintain the institute, hostel, library and such other structures as may be found necessary for the Institute including Institute Campus.
- m) To establish arrangements with the other Government departmental libraries/Institutions/Societies for inter-library loan of technical books and literature.
- n) To borrow money from Central or State Governments or banks or other financial institutions for the purposes of the Society.
- o) To accept grants, Contribution or money from the Central Government, State Governments, undertakings, Corporations, companies or persons for the purpose of the Society.
- p) To draw and accept, make and endorse, discount and negotiate Government of India and other promissory notes, bills of exchanges cheques or other negotiable instruments for the purpose of the Society.
- q) To invest the funds of, or money entrusted to the Society upon such securities or in such manner as may from time to time be determined by the Governing Body and from time to time sell or transpose such investment.
- r) To employ and pay the necessary staff for the purpose of the Society and maintain superannuation schemes for the benefit of such staff.
- s) To grant honoraria, travelling expenses etc. to the visiting experts and award prizes/certificates etc. for the outstanding trainees and outside experts from abroad could also be invited where available at economical cost.

- (3)
- t) To do all other lawful things as the Society may consider necessary, incidental or conducive to the attainment of the above objects.

4. Income and Property

- a) The income and property of the Society whenever and, however, derived, shall be applied solely towards the promotion of the objects of the Society as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred or distributed directly or indirectly by way of dividends, bonus or otherwise, howsoever, by way of profit to the persons who at any time are or have been members of the society on to any of them or to any person claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the society.
- b) If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the society or any of them but shall be dealt with in such manner as the Government of India may determine in consultation with the associating State Governments.

5. Governing Body

The names, addresses and occupations of the first members of the Governing Body of the Society to whom the management of its affairs are entrusted are:-

S.No	Names Status	Address
1-	Brig Gobindar Singh Chairman	C-1/11, Lodi Garden, New Delhi - 3
2-	Shri P C Bhasin Vice-Chairman	C-1/1, Pandara Park, New Delhi - 3
3-	Shri K K Sarin Vice-Chairman	Rajasthan Govt. Guest House, Lajpat Nagar, New Delhi
4-	Shri I C Gupta Member	Kothi No. 45, Sector No.8, Chandigarh
5-	Major Gen J M Rai Member	13/487, Sardar Patel Marg, New Delhi

6- Prof C G Swaminathan
Member

C-11/25, Dr. Zakir Hussain Marg, New Delhi

7- Shri M S Bains
Member

The first Governing Body will hold office for two years or till such time that the next Governing Body is formed in accordance with the Rules of the Society whichever is earlier.

6. A copy of the Rules of the Society certified to be correct copy by three members of the Governing body is filled along with the Memorandum of Association.

7. We, the several persons whose names and addresses are given below, having associated ourselves for the purposes subscribed in this Memorandum of Association do hereby subscribe our names to the Memorandum of Association and met our several and respective hands here unto and form ourselves into a Society under Act XXI of 1860 this day of

S.No.	Name, Address and occupation of Members	Signatures
1-	Brig. Gobindar Singh, C-1/11, Lodi Garden, New Delhi-3 Director General (Road Development) & Addl. Secretary	
2.	Shri P C Bhasin, C-1/1, Pandara Park, New Delhi-3 Addl. Director General (Bridges)	
3.	Shri X K Sarin, Rajasthan Govt. Guest House, Lajpat Nagar, New Delhi Addl. Director General (Roads)	
4.	Shri I C Gupta, Kothi No 45, Sector No 8, Chandigarh Engineer-in-Chief, Haryana PWD., Chandigarh	
5.	Major Gen J M Rai, 13/487, Sardar Patel Marg, New Delhi Director General, Border Roads Organisation, Kashmir House, New Delhi-1	

6. Prof. C G Swaminathan,
C-11/25, Dr. Zakir Hussain Marg, New Delhi,
Director, Central Road Research Institute,
P O CRRI, New Delhi
7. Shri M S Bains
Chief Engineer (Central),
Punjab PWD (B&R) Br. Patiala

- Signature from S N 1 to 7 above attested

(Sig. of the Witnesses)

RULES FOR THE HIGHWAY TRAINING INSTITUTE

1. These rules may be called "The rules of the Highway Training Institute, 1982".
2. Interpretation:
 - i) "The Society" means the Highway Training Institute.
 - ii) "HTI" means the Highway Training Institute.
 - iii) "The Government of India"/"The Central Government" shall mean the administrative Ministry or Department of the Government of India concerned with this Highway Training Institute which is presently the Ministry of Shipping and Transport (Roads Wing).
 - iv) The State Government(s) shall mean the administrating Department(s) of the participating State (s).
 - v) "The Governing Body" shall mean the Governing Body of the Highway Training Institute constituted under Rule B.
 - vi) "The President" shall mean the President of the Society who will be the Minister-in-charge of the administrative Ministry or Department dealing with the Society.
 - vii) "The Vice-President" shall mean the Vice-President of the Society who will be the Minister of State in the Ministry dealing with the Society.
 - viii) "The Chairman" shall mean the Chairman of the Governing Body of the Society.

ix) "The Director" shall mean the Director of the Society appointed under these rules.

3. Registered Office: The registered office of the Society for the present shall be at Chandigarh.

4. Members of the Society:

The Society shall consist of the following members:

- i) Minister-in-charge of roads who shall be the President of the Society and as such the Head of the Society.
- ii) Transport Secretary who shall be the Vice-President of the Society.
- iii) Chairman and Members of the Governing Body.
- iv) Such other persons not exceeding 5 as the President of the Society may nominate.

Annexure to these rules gives details of the procedure about the functioning of the Society.

5. The Governing Body:

5.1 The affairs of the Society shall be managed, administered directed and controlled, subject to the rules, bye-laws and orders of the Society by the Governing Body. The Governing Body of the Society for purposes of the Act XXI of 1860 shall consist of the following:

- i) Director General (Road Development)&
Addl, Secretary, Ministry of Shipping and Transport.
Chairman
- ii) Additional Director General (Bridges & Roads)
Ministry of Shipping and Transport (Roads Wing)
Government of India
Vice-Chairman
- iii) President, Indian Roads Congress
Member
- iv) Financial Adviser to the Administrative Ministry
Member

v

to ix) Five eminent highway engineers representing the participating States from their Departments pertaining to the discipline in which the Society is

established and appointed by rotation for a term of two years by the President after consultation with the Chairman and Director.

- x) A nominee of the Union Ministry of Education from their Technical Education Wing
Member
- xi) Director General, Border Roads
Member
- xii) Director, Central Road Research Institute
Member
- xiii) Director, Highway Training Institute
Member
- xiv) One Professor from the Highway Training Institute to be appointed by rotation for a term of 2 years by the President on the recommendations of the Chairman and Director
Member
- xv) Chief Engineer, Punjab, PWD
Member
- xvi) Principal, Punjab Engineering College, Chandigarh
Member

5.2. The members of the Governing Body or of any Committee appointed by it shall not be entitled to any remuneration from the Society. The non-official members of any Committee appointed by the Governing Body shall, however, be paid by the Society such travelling and daily allowances may be provided for in the bye-laws to be made on this behalf in respect of the journey undertaken by them for attending the meetings of the Committee set up by the Governing Body in connection with any business of the Society.

6. Functions and powers of the Governing Body

6.1 The Governing Body shall generally carry out and pursue the objects of the Society, as set forth in the Memorandum of its Association.

6.2 The Governing Body shall have the management of all the affairs and funds of the Society and shall have authority to exercise all the powers of the Society, subject nevertheless in respect of expenditure to such limitations as the Government of India, may from time to time, impose.

6.3 In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the powers, subject to the provisions of these Rules to:

- i) consider the annual and supplementary budgets placed before it by the Director from time to time, and pass them with such modifications as the governing body may think fit;
- ii) create and abolish posts;
- iii) appoint various highway engineers, technical, administrative and other officers and staff of the Society in accordance with the Recruitment Rules framed for the purpose by the Governing Body, fix their remuneration and define their duties, lay down their service conditions from time to time.
- iv) enter into arrangements with the Government of India and through them, with Foreign and International Agencies and Organisations, the State Governments and other public or private organisations or individuals for securing and accepting grants-in-aid, endowments, donations, or gifts to the Society, on mutually agreed terms and conditions, provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in a conflict with the objects of the Society.
- vi) appoint committees of such purposes and with such powers and for such periods and on such terms it may deem fit, and dissolve any of them;
- vii) lay down the terms and conditions for appointing the Visiting Faculty and fix their honorarium, allowances, etc.
- viii) delegate such administrative and financial powers as it may think proper to the Director, and such other officers of the Society as may be considered necessary; and
- ix) with the sanction of the Government of India, frame, amend, or repeal bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters:-
 - a) prepare and sanction budget estimates, sanctioning of expenditure, entering into and execution of contract, investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit;
 - b) procedure for recruitment of officers and establishment in the service of the Society
 - c) terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and establishments of the Society.
 - d) such other matters as may be necessary for the administration of the affairs and funds of the Society.

Provided that till such time as bye-laws as contemplated in these rules are actually made and adopted, the Governing Body shall decide on all the issues not specifically covered by the Rules and they shall remain operative.

7. Proceedings of the Governing Body

7.1 Every meeting of the Governing Body shall be presided over by the Chairman and in his absence by the Vice-Chairman (senior most of the two ADGs) if the Vice-Chairman are also not present, a member chosen from amongst the members present shall preside for the occasion.

7.2 One third members of the Governing Body, including the substitutes appointed under Rule 4 present in person, shall constitute a quorum at any meeting of the Governing Body.

7.3 Not less than fifteen days clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meeting.

7.4 The Governing Body shall meet as often as may be considered necessary, but not less than twice a year.

For this purpose each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of March of the following calendar year.

7.5 The chairman may himself call or by a requisition in writing signed by him may require the Director to call a meeting of the Governing Body at any time and on the receipt of such a requisition, the Director shall forthwith call such a meeting.

7.6 Four members of the Governing Body may by a requisition in writing signed by them require the Director to call a meeting of the Governing Body at any time and on receipt of such a requisition the Director shall call such a meeting.

7.7 Each member of the Governing Body shall have one vote and if there shall be an equality of votes on any question to be decided by the Governing Body, the Presiding Officer shall have a casting vote.

7.8 Any business which it may be necessary for the Governing Body to perform, except such as may be placed before it annual meeting, may be performed by a resolution in writing circulated among all the members and any such resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least four members of the Governing Body have recorded their approval to the resolution.

7.9 In case of a difference of opinion amongst the members of the Governing Body, the opinion of the majority shall prevail. The Chairman with the approval of the President of the Society may, however, refer any question which in his opinion is of sufficient importance for the decision of the Government of India. Such decision of the Government of India shall be binding on the Society and its Governing Body.

8. Functions and powers of the Chairman

8.1 The Chairman shall exercise such powers for the conduct of the business of the Society as may be deemed necessary by him on the recommendations of the Governing Body.

8.2 The Chairman may in writing delegate such of his powers as he might think necessary to the Vice-Chairman, Director/ or other employees of the Society.

9. Functions and powers of the Director

9.1 The Director shall be the executive head of the Society and shall be guided by Governing Body in his work. He will have full powers in the day to day running of the Society and will be reporting direct to the Governing Body.

9.2 Subject to any order that may be passed by the Government of India, or by the Chairman in exercise of the powers delegated to him or the recommendations/decisions of the Governing Body, the Director shall be responsible for the proper administration of the affairs and funds of the Society. He shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and the bye-laws of the Society.

9.3 The Director shall subject to the provisions of the Rules and bye-laws of the Society and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe their duties and functions. He may delegate specific powers to the officers of the Society with the approval of the Chairman.

9.4 The Director shall coordinate and exercise general supervision over all the activities of the Society.

10. Selection of candidates

10.1 Engineers of Central/State Government/Local bodies/Private Sector enterprises engaged in Road Sector shall be eligible for admission to the training courses. Nomination for each course shall be called for well in advance by the Director and selection will be made by the Director giving due consideration to the qualification, experience, and aptitude etc. of the candidates and the requirement of each course. Trainees from outside countries will also be welcome.

10.2 Only sponsored candidates will be eligible for admission in the Institute.

10.3 During the period of training, the trainee shall be subject to the discipline of the Highway Training Institute and shall remain under the administrative control of the Director.

10.4 The sponsoring authorities shall have to give undertaking that the sponsored candidates shall be posted for a minimum period of three years in the specific area in which they have been trained.

10.5 The sponsoring authorities shall bear the pay, allowances (like TA, DA and medical fees etc) and other expenses of the candidate required in connection with the training.

11. Suits by and against the Society

For the purpose of Section 6 of the Societies Registration Act (XXI of 1860) the Administrative Officer be considered the Principal Secretary of the Society. The Administrative Officer shall have the power to file and defend suits or other legal proceedings on behalf of the Society.

12. Funds of the Society

12.1 Funds of the Society shall consist of the following:-

i) Lumpsum and recurring grants made by the Government of India and the participating State Governments.

ii) All moneys received by the Society by way of grants, gifts, endowments, donations and other contributions approved by the Government of India.

12.2 All funds of the Society shall be paid into the Society's account with the State Bank of India, its subsidiaries or in a nationalised bank and shall be operated upon by such officers as may be duly empowered in this behalf by the Governing Body.

13. Accounts and Audit

Accounts of the Society shall be audited by such person or persons as may be nominated by the Government of India. 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 bye-laws to be framed by the Governing Body and approved by the Government of India.

14. Annual Report

14.1 The Annual Report of the proceedings of the Society and of the work undertaken during the year shall be prepared by the Governing Body for the information of the Society and the Government of India and the

participating State Governments. The report and the audited accounts of the Society along with the auditor's report thereon shall be placed before the Society, at the Annual General Meeting.

14.2 The Government of India may from time to time appoint committees to review the work and progress of the Society and to hold enquiries into the affairs thereof and to report thereon in the manner the Government may stipulate. Upon receipt of such reports the Government of India may take such action and issue such directions as it may consider necessary in respect of matters dealt with in the report and the Society shall be bound to comply with such directions.

14.3 The Government of India may issue in writing such directions to the Society as it may consider necessary for the furtherance of the objects of the Society and for ensuring their proper and effective functioning.

15. Financial Advice

15.1 Matters having financial implications and falling beyond the powers of the Director shall be referred to the Financial Adviser (Transport) for advice.

15.2 There shall be at the Headquarters of the Society, an Administrative Officer, who will be a fulltime employee of the Society and will be responsible for the maintenance of accounts and internal audit. He shall also assist the Director in the control of Finances/Budget of the Society.

16. Alteration or Extension of the purposes of the Society

16.1 Subject to the approval of the Government of India previously obtained, the Society may alter or extend the purposes for which it is established or be amalgamated either wholly or partially with any other Society by following the undermentioned procedure:

- a) The Governing Body shall convene a Special General Meeting of the members of the Society according to these Rules for the consideration of the said proposition;
- b) The Governing Body shall submit the proposition for such alternation, extension or amalgamation as aforesaid to the members of the Society in a written or printed report;
- c) Such report be delivered or sent by post to every member of the Society fifteen clear days previous to the said Special General Meeting;
- d) Such propositions be agreed to by the vote of three-fifths of the members of the Society delivered in persons or by proxy at the said Special General Meeting; and

- e) such proposition be confirmed by the vote of three-fifths of members of the Society present at the Second Special General Meeting convened by the Governing Body at an interval of one month after the former meeting.

16.2 The rules of the Society may, with the sanction of the Government of India 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.

16.3 Any number not less than $3/5^{\text{th}}$ of the members of the Society may, with the prior consent of the Government of India and the participating State Government determine that the Society shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the property of the Society, its claims and liabilities according to the rules of the Society applicable thereto, if any, and if not, then as the Governing Body shall find expedient provided that, in the event of any dispute arising in the said Governing Body or the Members of the Society, the adjustment of its affairs shall be referred to the Central Government whose decision in the matter shall be final.

Provided, that the Society shall not be dissolved unless $3/5$ of the members shall have expressed their wish for such dissolution by their votes delivered in person or by proxy at a General meeting convened for the purpose.

17. These rules shall come into force after being approved by the Government of India and from such date as may be specified by the Government of India.

18. Approval of doubts

In the event of any doubt arising out of the interpretation of these rules, the matter shall be referred to the chairman and his decision thereon shall be final:

Certificate

We, the following members of the Governing Body certify that the above is the correct copy of the Rules of the Society:-

<u>S.No.</u>	<u>Names</u>	<u>Designation</u>	<u>Signature</u>
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PROCEDURE ABOUT THE FUNCTION OF THE HIGHWAY TRAINING INSTITUTE SOCIETY

1. If a person appointed or nominated as a member of the Society, under Rule 4 of the Rules for the Society, be prevented from attending a meeting of the Society, a substitute to take his place at that meeting of the Society may be appointed/nominated by the authority who appointed/nominated the member who is so prevented from attending the meeting and such substitute shall be entitled to take part in the proceedings of the meeting including the right to vote thereat.
2. The society shall keep a roll of members, giving their addresses and occupations and every member shall sign the same on becoming a member.
3. If a member of the society changes his address and/or occupation, he shall notify his new address and/or occupation to the Director and the entry in the roll will be changed accordingly. In case, he fails to do so, his address and/or occupation given in the roll of members shall be deemed to be correct for the purposes of the Society.

4. DURATION OF APPOINTMENT:

Each member of the Society shall continue as such for such period as may, from time to time be determined by the Appointing or Nominating Authority.

When a person becomes or is appointed or nominated as a member of the Society by virtue of an office held by him, his membership of the society shall terminate when he ceases to hold that office, and the vacancy so caused shall be filled by his successor to that office.

5- Unless his membership of the Society is terminated as provided in Rule 5.4 and subject to the provisions of Rule 5.1 and 5.2 each member of the society other than ex-office shall relinquish his membership on the expiry of two years from the date on which he becomes a member of the Society, but he shall be eligible for re-appointment. In case of a causal vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the outgoing member.

6- A member of the Society shall cease to be a member on the happening of any of the following events:

- A) If he resigns, becomes of unsound mind, becomes insolvent, or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant his permission to serve on the Society or he goes abroad for a period exceeding 6 months.

- b) If he does not attend three consecutive meetings of the Society without leave of absence.

7. Whenever a member desires to resign from the membership of the Society he shall forward a letter containing his resignation addressed to the Director of the Society and his resignation shall only take effect on its acceptance by the President.

8. The Society shall function notwithstanding any vacancy in its body and no act or proceedings of the Society shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

9. The President may terminate the membership of any member or the membership of all members other than the ex-officio members of the Society. Upon such termination, the vacancy/ vacancies shall be filled in accordance with the relevant provision of the rules. The members whose membership is so terminated shall be eligible for re-appointment.

10. Any vacancy in the membership of the Society caused by any of the reasons mentioned in Rule 6 shall be filled in by appointment appropriately provided that the vacancy shall not be filled in until moved to do so by the President or under his orders.

11. Authorities and Officers of the Society

The following shall be the officers of the Society:

- i) The President of the Society
- ii) Vice-President of Society and the Chairman and members of the Governing Body
- iii) The Director
- iv) Such other officers as may be constituted/appointed by the Governing Body as such

12. The Director shall be a distinguished Highway Engineer having adequate experience in Road/Bridge Engineering and shall be appointed by the President. The other members of the faculty shall also be distinguished persons in their respective disciplines and shall be appointed by the President based on open selection.

13. The Society shall establish and maintain its own offices Regional Centers etc. as may be necessary.

14. Proceedings of the Society.

An Annual General Meeting of the Society shall be held at such time, date and place as may be determined by the President. At such Annual General Meeting, the Governing Body shall admit the Annual Report and Audited Accounts of the Society, together with the Auditor's report thereon.

15. The President may convene Special General Meeting of the Society, whenever he thinks fit.
16. The President shall convene a Special General Meeting of the Society on the written requisition of not less than five members of the Society.
17. Any requisition so made by the members of the Society shall express the object of the meeting proposed to be called and shall be left at the address of the Director or posted to his address.
18. At all Special General Meetings no subject other than that stated in the notice or requisition, as the case may be shall be discussed.
19. Excepting as otherwise provided in these Rules, all meetings of the Society shall be called by Notice under the signatures of the Director.
20. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of Society not less than fifteen clear days before the day appointed for the meeting.
21. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meeting.
22. The notice may be served upon any member of the Society either personally or by sending it through the post in an envelope addressed to such members at the addresses mentioned in the roll of members.
23. Any notice so served by post shall be deemed to have been served on the day following that on which the letter envelope or cover containing the same is posted and in providing such service it shall be sufficient to prove that the cover containing the same is posted and in providing such service it shall be sufficient to prove that the cover containing such notice was appropriately addressed and put into the post office.
24. The President shall preside at all meetings of the Society. If he is not present, the Vice-President of the society shall preside over the meeting. If even the Vice-President of the Society is also not present, a member chosen from amongst the members themselves by members present shall preside for the occasion.
25. One third of the members of the Society including the substitutes appointed under Rule 1 present in person shall form the quorum at every meeting of the Society.
26. All disputed questions at meetings of the Society shall be determined by the majority of the votes of the members present and voting.
27. Each member of the Society shall have one vote. In the case of an equality votes, the Presiding Officer shall have a casting vote.

HIGHWAY TRAINING INSTITUTEPLANNING PHASE- IMMEDIATE REQUIREMENT OF STAFF(i) Officer Technical Administration

Officer of the grade of S.E. to be got on deputation. His duties will include:

- a) Planning for development of the infrastructure at Chandigarh including the building complex.
- b) Formulation of course programmes and syllabi.
- c) Arrangements for conducting the training courses.
- d) Liaison with the concerned State/Central Govt departments, Punjab Engineering College, visiting faculty etc.
- e) Overall administration of the Chandigarh Field Office.

I.	Accounts officer	- 1 No
II.	Accounts Assistant-cum-cashier	- 1 No
III.	Office Assistant	- 1 No
IV.	L.D.C.	- 1 No
V.	P.A. (Grade II)	- 1 No
VI.	Typist	- 1 No
VII.	Driver for staff car And mini bus	- 2 Nos
VIII.	Duplicator Operator-cum Dispatcher	- 1 No
IX.	Peons	- 2 Nos
X.	Chowkidar	- 1 No
XI.	Sweeper-cum-Farash	- 1 No

		14 Nos
