

AKAL SAHAY
**REVISED BYE-LAWS OF
SRI GURU SINGH SABHA (SGSS),
GURDWARA ROAD, ULSOOR, BANGALORE – 560008**

**Duly Regd. by the Govt. of Karnataka, The Registrar of Societies, Bangalore
Urban District, U/s. 9&10 of KSR Act 1960, vide AMR No.100/10-11 dt.26/11/10**

**(Originally Registered under the Societies Registration Act XXI of 1860,
vide Registration No.2 of 1943 dated 5th May 1943)**

**The following Bye-laws after due amendments to the Original Bye-laws of May
1943 were passed by the SGSS Members in SGM held on **26th Sept. 2010**
at SGSS Gurdwara Premises, Ulsoor, Bangalore-560008.**

1. NAME & REGISTERED OFFICE:

- (a) The Name of the Organization will be '**Sri Guru Singh Sabha' Bangalore.**
- (b) The Registered Office will be at Gurdwara Complex, Gurdwara Road, Ulsoor, Bangalore – 560 008.

2. AIMS AND OBJECTIVES:

- (a) To propagate the Sikh faith through the Gurbani of the 'Holy Guru Granth Sahib'.
- (b) To strengthen & raise the religious, social, spiritual, educational and political standard of the "Khalsa Panth (Sikh Panth)".
- (c) To undertake charitable and welfare activities of the Society without any distinction of caste and creed, with special emphasis on women and children.
- (d) To set up institutions such as educational, training, hospitals, etc, for the welfare of the Sikh Community in particular and Society in general.

3. ORGANIZATION SETUP & MEMBERSHIP:

I. Preliminary eligibility criteria for membership: Every practicing Sikh, who believes only in the teachings of the Ten Sikh Gurus (from Sri Guru Nanak Devji to Sri Guru Gobind Singhji) and Sri Guru Granth Sahibji and professes faith only in the Sikh Religion, is eligible to become a member of the Sabha. The members will have voting rights and enjoy all facilities and privileges of the Sabha shall be given priority including concessions if any in all matters pertaining to hiring out/ usage of facilities of the Sabha.

II. Important eligibility criteria for membership:

- (i) The applicant should be an Amritdhari Sikh or Keshadhari Sikh, have unshorn hair and maintain a Sikh appearance.
- (ii) The applicant's name should include "SINGH" or "KAUR".
- (iii) The applicant should not use tobacco or intoxicants in any form.
- (iv) The applicant should have attained the age of 18 years as on the date of submitting of application for membership.
- (v) The applicant should have been a domicile of Bangalore for the previous five (5) years, as on the date of submitting of application for membership.
- (vi) The applicant's name should be proposed by two existing members mentioning their names and membership details.
- (vii) The applicant should have a basic knowledge of the Sikh religion. He should at least know the names of the Ten Gurus and should be able to recite the "Mool Mantar" from memory.
- (viii) The spouse of a member is eligible to become a member without the domicile clause, provided all other eligibility criteria are fulfilled.

III. Approval of Membership: The membership application should be approved and forwarded to the Election Co-ordination Committee for ratification within 30-days of the date of submission of the application.

4. DISQUALIFICATION OF MEMBERSHIP:

- (i) Any person, who after attaining membership fails to comply with any one of the eligibility criteria mentioned in Article-3, automatically gets disqualified as a member of the Sabha. However, he is eligible to apply for membership again after meeting all the eligibility criteria as mentioned in Article-3.
- (ii) Any member, who is found to be working against the tenets of the Sikh faith or the interests of the Sabha, will be liable for disqualification after following due process as per Article-37.
- (iii) Any member, who files a court case pertaining to Sabha matters and members without first trying to resolve the issue in the Sabha, will be liable for disqualification.

Note: This may vary from case to case and also as per the constitutional jurisdiction of the Sabha and legality of the matter.

5. ANNUAL / LIFE TIME MEMBERSHIP FEES:

- (i) The cost of Application Form will be of Rs.50/- (Rupees Fifty only).
- (ii) The membership fees can be paid one time or annually. The one-time/ life-time fees will be Rs.2500/- (Rupees Two Thousand Five Hundred only). The annual fees will be Rs.250/- (Rupees Two Hundred and Fifty only) for One (1) calendar year or part thereof.
- (iii) The annual membership fees can be converted to one time by paying Rs.2500/- (Rupees Two Thousand Five Hundred only) on the date of conversion.
- (iv) The Membership stands forfeited, if the annual fee is not paid (renewed) by the 31st March of every preceding year.
- (v) The membership is not transferable under any circumstances.
- (vi) Duplicate membership card will be issued on payment of Rs.100/- only.
- (vii) In case a member fails to renew his membership by the 31st March of the every preceding year, he will not be eligible to apply for re-membership. However his original membership will be renewed on payment of all the previous dues along with interest @ 24% per annum.
- (viii) The membership fees of one time and annual may be reviewed by the Executive Committee every two years and approval obtained from the General Body. However, the revised fees will be applicable to all the new life time and all annual members only.

6. THERE WILL BE TWO PARTS OF THIS SABHA:

- (i) General Body (GB) (Members of the Sabha).
- (ii) Executive Committee (EC) (Elected Members).

7. GB MEMBERS TO ELECT THE EXECUTIVE COMMITTEE (EC):

The members of the General Body, who pay their subscription regularly, will elect Executive Committee members. The GB Members have the right to question the decisions of the Executive Committee, if the same are not in accordance with the Byelaws.

8. FORMATION, DISSOLUTION OF EC & CALLING OF AGM'S:

- (i) The member of the Executive Committee shall be elected out of the regular members of the Sabha. The Executive Committee will hold office for a period of two (2) years and would retire immediately after the Annual General Body Meeting of the Sabha for the Second (2nd) year of the Executive Committee's term.

- (ii) The Annual General Body Meeting of the Sabha will be held on every third (3rd) Sunday of July, after giving due notice of 21-days.
- (iii) The election of the Executive Committee of the Sabha shall be held on the Sunday following the second (2nd) Annual General Body Meeting. The date of election should also be announced while announcing the second (2nd) Annual General Body Meeting of the Committee's term.
- (iv) The outgoing Executive Committee automatically stands dissolved on the 3rd Sunday of July of the Executive Committee's 2nd year.
- (v) Till the time the new Executive Committee takes charges the existing/ outgoing Executive Committee will take no major decisions, but will ensure smooth operation of the day to day affairs of the Sabha.
- (vi) In case the existing/ outgoing Executive Committee does not convene the 2nd Annual General Body Meeting on the 3rd Sunday of July of its 2nd year and/or if they do not declare the date of elections, then the members of the Election Co-ordination Committee will convene the Annual General Body Meeting. The members present at the Annual General Body Meeting will nominate the person to chair the meeting and appoint a five (5) members Ad-hoc committee to ensure smooth operation of the day to day affairs of the Sabha. This Ad-hoc committee will also ensure the holding of the Executive Committee's elections and convening the Annual General Body Meeting.

9. GB MEMBERS POWER TO CALL SPECIAL MEETINGS:

If any important matter requires decision or consultation, then not less than fifty one (51) members of the General Body should write to the General Secretary to call for a meeting within 15-days of their requisition. If no notice is circulated by the General Secretary for a Special General Body Meeting, then these members would stand authorized to themselves call the meeting of the General Body. The Members present are authorized to nominate a member to chair the Special General Body Meeting. The decisions taken in the Special General Body Meeting will be binding to all the members including the Executive Committee members too.

10. COMPOSITION & ELECTIONS OF EXECUTIVE COMMITTEE:

- (i) The Executive Committee will consist of Thirteen (13) Members & the composition of the Executive Committee will be as follows i.e.: (a) President, (b) Vice-President, (c) General Secretary, (d) Treasurer, (e) Joint Secretary, (f) plus Eight (8) Committee Members out of which two (2) are reserved for ladies. **Note:** The ladies can contest for elections to all the unreserved posts also.
- (ii) The election for the Executive Committee will be held Post wise.

11. TERM, ELIGIBILITY & IMPEACHMENT OF EC MEMBER/S:

I. Term & eligibility of EC Members:

- (i) The term of the Executive Committee will be for two (2) calendar years from the date of election.
- (ii) Only members above the age of 25-years as on the date of announcement of Elections are eligible to serve on the Executive Committee.
- (iii) Any member wishing to serve as the President or General Secretary of the Sabha should have served as an Executive Committee member for at least one (1) term.
- (iv) Any member holding an Executive Committee position in any Gurdwara/ Religious Institution/ Statutory Authority or Post other than Sri Guru Singh Sabha, Ulsoor, Bangalore is not eligible to contest the elections of the Sabha.
- (v) A Member elected as Vice-President/ General Secretary/ Joint Secretary/ Treasurer for three (3) terms continuously or separately can not be elected to the same post

- again. However, he/she can be elected to a different post as per the hierarchy. This limitation applies with retrospective effect. Members elected continuously for three (3) terms as committee members can be elected again after a break of one (1) term.
- (vi) A member who has served as an Elected President for a period of three (3) terms either continuously or separately cannot again contest the elections for any post. This limitation too applies with retrospective effect.

II. Recall / Impeachment of EC Member/s: If any member of the Executive Committee is found to be doing an act, which is against the interests of the Sabha he/she can be impeached in the following manner: -

- (i) Two-Thirds members of the Executive Committee passing a resolution to this effect and there after;
- (ii) By calling a special General body Meeting within 21-days of the resolution to consider and approve the resolution of the Executive Committee.

12. FORMATION OF ELECTION CO-ORDINATION COMMITTEE (ECC):

I. Formation of ECC:

- (i) An Election Co-ordination Committee consisting of five (5) members will be constituted for conducting the election of the Sabha.
- (ii) This committee will be proposed by the Executive Committee and approved by the regular Sabha members in the first (1st) Annual General Body Meeting of the Executive Committee's term and will hold office for (2) two years.

II. Duties of the ECC:

- (i) To conduct free and fair elections as per the Sabha's bye-laws.
- (ii) To ratify the membership application approved and forwarded by the Executive Committee within 21-days.
- (iii) To display the names of the member eligible to vote on the Notice Board by the 30th of April of the year and call for objections, if any within 30 days (i.e. 30th of May). To display the final Voters eligibility list by the 25th of June.
- (iv) On all matter's related to the election, the decision of the election committee is final and binding on all the Sabha members.

13. QUORUM OF MEETINGS:

The Quorum of all the Executive Committee Meetings should not be less than 'Nine' including office bearers. In the absence of the President & Vice-President the executive committee members are authorized to elect the Chairman out of the members present and in such cases the quorum should not be less than 'Seven' including office bearers.

14. FUNDS AND ACCOUNTS:

- (i) The funds of Sri Guru Singh Sabha will be deposited in Fixed Deposits/ Current A/c. and/or Savings A/c in the nearest Nationalized Bank only.
- (ii) The Accounts will be operated by the Treasurer of Sri Guru Singh Sabha along with the General Secretary or the President.
- (iii) The Treasurer is authorized to keep a maximum amount of (Rs.50.000/-) (Rupees Fifty Thousand only) as petty cash with him. All other cash will be deposited immediately in the Bank.

15. FINANCIAL INSTRUMENTS:

The Bank Pass Book/s, Cheque Book/s and all other financial instruments of the Sabha will remain in the custody of the Treasurer only.

16. OPENING OF GOLAK/ DONATION BOX:

The Golak/ Donation Box will be opened on every Monday of the week in presence of the Treasurer, two (2) executive committee members and at least two (2) members of Sabha. The whole amount so obtained will be deposited in the Bank immediately. In the absence of the Treasurer the Vice-President should be present to perform the duties.

17. AUDITING OF MONTHLY / ANNUAL ACCOUNTS & PENALTIES:

- (i) All the monthly accounts of the Sabha will be audited by the 10th of each month and full account will be read out to the Sadh Sangat on the following Sunday. The Accounts will be put up on the Notice Board for the information of the members.
- (ii) The annual accounts of the Sabha will be audited by the end of the every financial year. The same to be got approved during the AGM and must be submitted along with all the requirements at the offices of the concerned Governmental Authorities every year without fail; failing which, the then President, General Secretary & Treasurer will be held responsible and liable for penalties, including suspension of their membership from the Sabha for a period not exceeding one year.

18. PAYMENTS AND BILLS:

The payment of the Bills due by the SGSS Society will be paid on Mondays. The Treasurer must get all the Cheques/ Payment Vouchers signed by the competent authority on behalf of Sri Guru Singh Sabha on the previous Sunday.

19. RELIGIOUS PROGRAMMES & CEREMONIES:

All Sikh Religious programmes, ceremonies, Diwans (congregations) etc including the Special Diwans on Gurpurbs will be held as per the Sikh Reht Maryada (The Code of Sikh Conduct & Conventions) only. The Anand Karaj (Sikh wedding Ceremony) will be conducted in the Gurudwara premises only.

20. RELIGIOUS PROCESSIONS:

Processions/ Nagar Kirtans will be arranged on the birth anniversary of Sri Guru Nanak Devji. If the Executive Committee/ Sangat wishes other processions/ Nagar Kirtans will also be arranged on such special occasions.

21. DONATIONS & CONTRIBUTIONS:

All the donations & contributions given by any devotee on the occasion of any kind of Diwan/ congregation celebrated in his house or in the Gurudwara will be considered as donation to the Sabha.

22. ARRANGEMENT OF PATHS:

For any religious programme/ path, which a certain devotee wants to have done in the Gurudwara or in his residence, the Sabha will charge an amount fixed and revised by the executive committee from time to time. All arrangements will be made by the Sabha and the charge will however be nominal in case of deserving people. The path will not be conducted in any place, which may affect the Maryada of Sri Guru Granth Sahibji.

23. UTILIZATION OF CARPETS & UTENSILS:

The property of the Sabha such as Carpets, Utensils etc, can be borrowed by any member on occasions like marriages, births etc., with the permission of Joint-Secretary after depositing a certain amount fixed by the Executive Committee, which is refundable when the articles are returned in proper condition. These things should in no case be kept for more than Five (5) days, failing which appropriate action will be taken by the Executive Committee against the persons concerned.

24. COMPLAINT AGAINST EMPLOYEES:

Any complaint against the Sewadars (employees) of the Sabha should be brought to the notice of the General Secretary immediately.

25. EARNED LEAVE FOR EMPLOYEES:

Along with the regular facilities, the paid employees of the Sabha are eligible for 30-days leave with pay in a year. The annual leave can either be availed or encashed as per the discretion of the employee.

26. CONDITIONS FOR LOAN, MEDICAL-EDUCATIONAL AIDS, DONATIONS & PROJECTS:

- (i) The Executive Committee is responsible and answerable to the members of Sri Guru Singh Sabha for the credit and debit accounts etc, and other matters.
- (ii) No loan shall be taken in the name of the Sabha nor shall the loan be given to any member/s from the funds of the Sabha, without the approval of the General Body.
- (iii) A Reserve Fund out of the total revenues of the Sabha shall be created. An amount of not less than 5% of the total monthly revenue of the Sabha should be transferred to the Reserve Fund on a monthly basis. The amount under this fund shall be deposited in a separate bank account. This fund shall be used for the following purposes only i.e.: (a) To meet the medical needs of needy Sabha member/ dependent subject to a maximum limit of Rs.25000/- (Rupees Twenty Thousand only) per case. (b) To subsidize the educational expenses of the needy Sabha member/ dependent subject to a maximum limit of Rs.25000/- (Rupees Twenty Thousand only) per case.
- (iv) Any donation made on medical/ educational grounds to a Sabha member/ dependent will be made directly to the hospital/ medical centre/ educational institution by an account payee Cheque/ Demand Draft only.
- (v) Donations to any Organization/ Religious Body/ Non-member/s, any person/s, whether individually or representing any organization connected, directly or indirectly to the organization cannot be made without the approval of the General Body of the Sabha. The same will be done after proper verification of the genuineness/ legality of the concerned matter.
- (vi) Any capital expenditure involving acquisition of a capital asset or expenditure on a project exceeding Rs.2/- Lakh (Rupees Two Lakh only) shall require prior approval of the General Body through Special General Body Meeting.

27. CAUTION FROM WRONG DEEDS:

If any person, member or non-member of the Sabha is found to be doing anything in the Gurdwara premises, which is detrimental to the Sikh religion, the 'Members/ Sewadars/ Employees' of the Sabha are authorized to take appropriate action and inform the same to any available executive committee member immediately.

28. SABHA'S PROPERTY SHOULD NOT BE MISUSED:

The property of the Sabha is not to be misused by any person/s and the Executive Committee of the Sabha will be responsible for the same.

29. EC HAS NO-POWER TO AMEND THE BYELAWS:

The Executive Committee has no-powers to change any of the Bye-law of the Sabha, unless the intended changes are discussed and approved by the Special General Body with 2/3rd majority.

30. MAINTAINING OF LEDGERS:

A ledger will be maintained of the equipment and valuables of Sabha in duplicate, copy will remain with the Office-In-Charge and a copy with the Head Granthi. A separate ledger in duplicate listing all the valuables pertaining to Darbar hall such as Chandowas, Rumalas, gold and silver articles etc will be with the Head Granthi and Treasurer.

31. DUTIES OF THE PRESIDENT:

- (i) To oversee the General Management of the Sabha and be responsible for carrying out the objectives of the Sabha.
- (ii) To prepare a list of measurable objectives for the Executive Committee and make a plan to achieve it within his term.
- (iii) To ensure and see that all the records and the valuables of the Sabha are in order and are kept in the premises.
- (iv) To chair all meetings of the Executive Committee and try to arrive at a consensus on all matters concerning the Sabha, in case of no consensus to implement the majority decision.
- (v) The President has a right to give a casting vote in case of a tie of vote in the Executive Committee meeting in any matter.
- (vi) To ensure in coordination with the General Secretary that all the Executive Committee decisions are implemented.
- (vii) The President should be available at least twice a week for a period of 2-hours each in the Sabha office.

32. DUTIES & POWERS OF THE VICE PRESIDENT:

- (i) To assist the President in his duties.
- (ii) To Exercise the powers of President in his absence and remain responsible for his duties.
- (iii) The Vice-President will be primarily responsible for the langar (community kitchen) management. A five (5) member langar committee including the Vice-President will be formed by the Executive Committee to assist in the langar management. The Vice-President will be the chairman of the langar committee.
- (iv) To maintain an inventory of the langar stocks, provisions, groceries etc. and be responsible for the same.

33. DUTIES & POWERS OF THE GENERAL SECRETARY:

- (i) With the permission of the president to call a meeting of the Executive Committee when necessary.
- (ii) To place before the meeting the necessary agenda, to read out the minutes of the previous meeting and get it signed by the President and other Executive Committee members are signaling approval.
- (iii) To ensure timely compliance of all statutory requirements such as renewal of registration, submission of papers, balance sheets etc.
- (iv) To keep all the records of the Sabha in proper order and keep the same in safe custody.
- (v) To do all the correspondence pertaining to the Sabha matters.
- (vi) To be responsible for the proceedings of each Diwan.
- (vii) To control the Sewadars (Employees) of the Sabha.
- (viii) To coordinate with the Head Granthi on all matters involving Dharm Parchar and ensure that the same are implemented.
- (ix) To ensure in coordination with the President that all Executive Committee decisions are implemented.

- (x) To liaison with the Grievances cell to address the suggestions and grievances of the Sabha Members.
- (xi) To present the Annual Report of the Sabha activities at the Annual General Meeting and also inform about the proposed activities.
- (xii) To be available in the Sabha office at least thrice a week for 2-hours each.

34. DUTIES & POWERS OF THE JOINT SECRETARY:

- (i) To assist the General Secretary in his duties.
- (ii) To perform the duties of the General Secretary in his absence.
- (iii) To overlook functioning of the Yatri Nivas. To ensure that nobody stays in Yatri Nivas for more than (7) seven days at a stretch.
- (iv) To keep an inventory of the Gurdwara/ Sabha property and be responsible for the same with exception of Langar and valuables in the custody of the Treasurer.
- (v) To be responsible for the maintenance and cleanliness of the Sabha premises.

35. DUTIES & POWERS OF THE TREASURER:

- (i) To keep the keys of the donation box (Golak) with him.
- (ii) To open the Golak every Monday in the presence of at least two (2) Committee and two (2) Sabha Members and deposit the same in the Bank immediately.
- (iii) To prepare monthly accounts get it signed by the President & General Secretary and displays it on the Notice Board for the perusal of the members.
- (iv) To present the Annual Capital and Revenue Budget of the Sabha as approved by the Executive Committee.
- (v) To ensure proper issue of receipts of all moneys/ donations received by the Sabha.
- (vi) To have the final Accounts of the Sabha prepared and get the same duly audited by statutory Auditors and co-ordinate with the statutory Financial Authorities.

36. APPOINTMENT & DUTIES OF INTERNAL & STATUTORY AUDITORS:

- (i) The Internal Auditor of the Sabha will be proposed and approved by the Sabha Members at the Annual General Body Meeting. The Internal Auditor has to check the monthly accounts of the Sabha by the 10th day of every preceding month.
- (ii) The Statutory External Auditor/s will be proposed by the Executive Committee and approved by the Sabha Members during the Annual General Body Meeting. The Statutory External Auditors has to check the annual accounts of the Sabha by the end of the every preceding year.

37. FORMATION, POWERS & FUNCTIONING OF GRIEVANCES CELL (GC):

A. Formation of GC:

- (i) The Grievances Cell shall constitute of two (2) members from the Executive Committee and three (3) members from the general body.
- (ii) Members of the General body to serve in the Grievances Cell will be nominated by the Sabha Members at the AGM.
- (iii) The Cell shall elect its own Chairman.

B. Power and Functions:

- I. The grievances cell may enquire into any matter of discipline regarding Sabha members.
 - (a) Suo-Moto (on its own initiative).
 - (b) Forwarded to it by the Executive Committee or a member through the General Secretary.
 - (c) It shall be the duty of the General Secretary to report all acts/ omissions of misconduct to the Grievances Cell. Failure on the part of the General Secretary to

- report any act/ omission of misconduct will amount to a willful act of misconduct, being liable for appropriate action by the Grievances Cell against the General Secretary.
- II. Disciplinary action against staff shall however be enquired into by the Executive Committee and appropriate action taken by the Executive Committee only.
 - III. The Grievances Cell will submit their report to the Executive Committee and propose appropriate action which may include:
 - (a) Censure and/or fine a member.
 - (b) Suspend a member for a period not exceeding one year.
 - (c) Debar the member from the use of any department of the Sabha for a period of not more than one year.
 - (d) Remove the member from membership, if the member:
 - (i) Is found to have conducted himself/ herself or behaved, while in the premises of the Sabha, in a manner adversely affecting the decency, decorum, peace and order or harmony of the Sabha.
 - (ii) If found guilty of breach of any Rules or Bye-laws or Regulations of the Sabha.
 - (iii) Does any act, which is detrimental to the discipline, reputation or interest of the Sabha/ Sikh religion.
 - (iv) By his/her conduct or in other way, is guilty of any act, which is offensive to the members or is likely to disturb the harmony of other members or to be prejudicial to the interests of the Sabha as respects, reputation, welfare or principle.
 - (e) In all grievances concerning the matters of the Sabha, members must approach the Grievances Cell through the general secretary for redressal and in case the matter cannot be resolved, then the members may approach other authorities.
 - (f) In case the Executive Committee feels that, the matter should be reviewed, it may refer it back to the Grievances Cell.

38. APPOINTMENT & DUTIES OF THE HEAD GRANTHI:

Appointment: The Head Granthi (Priest) and Assistant Granthi (Priest) will be appointed through a Committee specially formed for this purpose, consisting of five (5) members, including two (2) from the Executive Committee, who are well versed in the Sikh Reht Maryada (The Code of Sikh Conduct & Conventions). The tenure of the Head Granthi & Assistant Granthi will be for two (2) years and the same can be reviewed after two (2) years.

DUTIES OF THE HEAD GRANTHI:

- (i) To do all the usual religious day to day duties daily in the Gurdwara and coordinate the same.
- (ii) To guide the Sewadars in upkeep of the Gurdwara.
- (iii) Be responsible for the Cleanliness of the Darbar Hall.
- (iv) To take delivery of all the donations in kind, such as Rumalas, Chandowas etc, and give accounts of the same to the Treasurer for safe custody.
- (v) To perform all the religious services inside and outside the Gurdwara as per the Sikh Reht Maryada (The Code of Sikh Conduct & Conventions) only.
- (vi) To lead and coordinate all activities connected with Dharma Parchar and Amrit Sanchar etc.

39. DUTIES OF THE ASSISTANT GRANTHI:

- (i) To assist the Head Granthi in discharge of all his duties.
- (ii) To act as Head Granthi in the absence of the Head Granthi.
- (iii) To be responsible for the performance of the Granthi's duties in his absence.

40. APPOINTMENT & DUTIES OF THE MANAGER:

- (i) To appoint an Amritdhari/ Keshadhari Sikh (have unshorn hair) as the Gurdwara Manager.
- (ii) To ensure proper functioning of the Gurdwara Office in coordination/ as per the instructions of the Executive Committee.
- (iii) To ensure all statutory compliances in coordination with the General Secretary.
- (iv) To ensure timely disbursement of salaries and wages in coordination with the treasurer.
- (v) To coordinate with the Head Granthi/ Sewadars and arrange Path and other religious ceremonies etc. at Gurdwara Sahib as well as the houses of devotees.
- (vi) To be responsible for all the donations, contributions received from devotees towards religious functions & programmes etc.
- (vii) To be responsible for proper conduct of marriages and other religious ceremonies performed in the Gurdwara Sahib.
- (viii) To be responsible for maintaining the sanctity and cleanliness of the Gurdwara Complex.
- (ix) To be responsible for the conduct, behavior and accountability of duties allotted to the Gurdwara sewadars/ employees.
- (x) He should ensure all the above in coordination with the appropriate authority.

41. RESOLUTION OF DISPUTES:

All disputes pertaining to the Sabha will be settled: -

- a) By the executive committee through the Grievances Cell on the basis of the Sikh Reht Maryada (The Code of Sikh Conduct & Conventions) and the existing byelaws of the Sabha or:
- b) With the help of an Arbitrator, who has expertise in the subject matter pertaining to the particular dispute or:
- c) Through the Courts of Law having jurisdiction over Bangalore City only.

For Sri Guru Singh Sabha
Sd/- (26/09/2010)
(Dr. Harminder Singh)
General Secretary
Bangalore, Dt.26/09/2010

Office Seal & Signature of
Sd/- (26/11/2010)
(Shri O.C. Venkata Swamy)
The Registrar of Societies,
Bangalore Urban District, Bangalore
