

CONSTITUTION AND RULES AND REGULATION

(TRUST BY LAWS)

THIS DEED OF PUBLIC CHARITABLE TRUST IS ESTABLISHED

ON 04.02.2021

- 1. NAME OF THE TRUST:** The trust will be named as **CENTRAL BUREAU OF INTELLIGENCE.**
- 2. JURISDICTION OF THE SOCIETY:** Purba barddhaman, West Bengal, India.
- 3. OFFICE OF THE SOCIETY:** The registrar office of the trust shall be Malirbagan, Bajepuratappur, P.O & P.S Burdwan, Dist- Purba Barddhaman, pin-713101.
- 4. AIMS AND OBJECT OF THE SOCIETY(TRUST):**
 - i. To cooperate with National Organization Against Crime, Corruption and Terrorism.
 - ii. To be partner with Ministry of Home Affairs, Government of India.
 - iii. To collaborate with Ministry of Environment, Forest and Climate Change.
 - iv. To work alongside Ministry of Labour & Employment.
 - v. To assist Election Commission of India on electoral integrity.
 - vi. To support National Commission for Women (NCW).
 - vii. To engage with National Human Rights Commission, New Delhi.
 - viii. To coordinate with Central Bureau of Investigation (CBI).Aid National Legal Services Authority.
 - ix. To be partner with Directorate General of Civil Defense.
 - x. To liaise with Central Information Commission.
 - xi. To work with Central Vigilance Commission.
 - xii. To support Bureau of Police Research and Development.
 - xiii. To coordinate with Press Information Bureau.
 - xiv. To engage Income Tax Department on financial transparency.
 - xv. To partner Central Bureau of Narcotics.
 - xvi. To support National Cyber Crime Reporting Portal.

- xvii. To collaborate with Intelligence Bureau (IB).
- xviii. To work with NIA, CID, and all police departments.
- xix. To promote agriculture and farmer training programs.
- xx. To facilitate food grain preservation and storage techniques.
- xxi. To provide educational support and establish colleges.
- xxii. To conduct pastors' ordinations and bishops' consecrations.
- xxiii. To establish churches and maintain it's building and it's financial matters.
- xxiv. To build houses for poor families and pastors.
- xxv. To combat crime through investigative activities.
- xxvi. To fight corruption via public awareness and reporting.
- xxvii. To advocate human rights through councils and programs.
- xxviii. To operate detective agency services for social good.
- xxix. To promote Right to Information (RTI) for justice access.
- xxx. To address child labor issues through interventions.
- xxxi. To tackle domestic violence via support mechanisms.
- xxxii. To build multidisciplinary community for human rights study.
- xxxiii. To ensure economic and social rights via information access.
- xxxiv. To support civil and political rights enforcement.
- xxxv. To organize public awareness campaigns on social issues.
- xxxvi. To facilitate multi-agency coordination on security matters.
- xxxvii. To promote non-discriminatory fund application.
- xxxviii. To develop rural medical practitioner initiatives.
- xxxix. To raise funds via donations, grants and endowments.
- xl. To invest trust funds to secure financial securities.
- xli. To disseminate assets to similar trusts on dissolution.
- xl.ii. To establish and maintain non funded institutions for underprivileged children.
- xl.iii. To set up clinics and health camps for medical relief.
- xl.iv. To offer relief to victims of natural calamities like floods, earthquakes, and famines.
- xl.v. To support handicapped, widows, orphans, and street children through hostels and ashrams.
- xl.vi. Promote vocational training centers and skill development programs.
- xl.vii. To conduct famine relief and emergency social welfare activities.

- xlvi. To assist in legal aid and social justice for marginalized communities.
- xlix. Erect buildings, equipment, and infrastructure for trust activities.
 - i. To acquire, sell, or mortgage properties to fund charitable goals.
 - ii. To diffuse knowledge in arts, science, and literature.
 - iii. To conduct research in health and medical fields for public benefits.

OBJECTS:

1. The trust aims to work in cooperation with key criminal justice and oversight bodies such as the CBI, NIA, CID, Intelligence Bureau, all police departments, and the National Cyber Crime Reporting Portal. Through such cooperation, the trust positions itself to support investigation, reporting, and public participation in combating crime, corruption, terrorism, narcotics offences, and cybercrimes.
2. The deed lists cooperation with the Ministry of Home Affairs, Election Commission of India, Central Vigilance Commission, Income Tax Department, Central Information Commission, and Directorate General of Civil Defence. This objective allows the trust to assist in areas like electoral integrity, vigilance against corruption, information transparency (RTI), financial compliance, and civil defence preparedness.
3. The trust explicitly associates with the National Human Rights Commission and the National Commission for Women. By aligning with these bodies, the trust can work on complaints, awareness, and interventions regarding human rights violations and gender-based violence, aiming at protection, redress, and empowerment of vulnerable persons.
4. The Udyam registration categorises the entity under “social work activities without accommodation” and “activities of other membership organisations.” This indicates an objective to organise members for welfare activities such as counselling, awareness campaigns, legal guidance, and community mobilisation, without necessarily running residential institutions like hostels.

5. The ISO 9001:2015 certificate states that the trust's scope includes promoting agriculture, providing training to farmers, and helping them save food grains. This objective covers farmer-oriented capacity building, improved storage practices, and dissemination of techniques to reduce post-harvest loss, thereby supporting rural livelihoods and food security.
6. The ISO scope further includes helping to provide education and establishing colleges. This reflects an objective to create or support higher and vocational educational institutions, especially for disadvantaged groups, thereby advancing access to structured education in its area of operation.
7. The trust's ISO scope includes pastors' ordinations, bishops' consecrations, and provision of church plants and houses for pastors. This objective allows it to support religious leadership, create or maintain places of worship, and provide residence for clergy, all within a charitable and community-oriented framework.
8. The same scope explicitly mentions providing houses for the poor. This establishes a clear objective of shelter-based relief, enabling the trust to undertake construction, allocation, or facilitation of housing for economically weaker sections and distressed individuals.
9. The deed declares that the application of the foundation's funds and assets shall be without distinction of nationality, religion, caste, class, creed, or sex. This makes equality and non-discrimination a core objective, ensuring that every charitable activity—whether in crime prevention, education, or welfare—is accessible on a neutral and inclusive basis.
10. In the recitals, the settlor records a charitable desire "to carry out Rural Medical Practitioner" work through the trust. This suggests an objective to support or regularise rural health-related activities, such as assisting rural medical practitioners, basic health outreach, or community health initiatives in underserved villages.

ADMINISTRATION OF THE TRUST:

The Central Bureau of Intelligence trust is governed by a Board of Trustees comprising not less than 7 but not more than 9 members. The board elects office bearers annually during the Annual General Meeting (A.G.M.), including President, Secretary, and Treasurer, who hold office for one year or until successors are elected. Trustees frame rules for meetings, appoint sub-committees, hire staff, and manage operations, with decisions requiring majority consent for major actions like property transactions.

MEMBERS AND THEIR POSTS :

Founder trustees serve for life unless they resign in writing or are removed for anti-trust activities. Current posts include:

NAME:

POST:

1. SOHEL MIRJA	PRESIDENT
2. MIR ALAMGIR	EXECUTIVE MEMBER
3. LAXMI BANERJEE	EXECUTIVE MEMBER
4. ALLA RAKHA SK	SECRETARY
5. AND SWAPNA KHATUN	TREASURER

- The board can co-opt up to 5 additional members for at least 2 years, expanding to 7-9 total members. The board of trustees is also empowered to create any office bearer post and elect office bearers to fill up the post form of the trustees and/or from outside the board of trustees. The above office bearers shall be elected by the co-option of the trustee at a meeting convened for the purpose.

VACANCIES OF THE TRUST :

A vacancy shall arise among the trustees in the following cases:-

- i) When a trustee dies.
- ii) When he resigns his office as a trustee.
- iii) If he becomes bankrupt.
- iv) If he becomes insane or otherwise become incapable to act or.
- v) When he is absent from three consecutive meetings of the board, unless the Board records condoning such absence in the minutes of the Board of Trustees for substantial cause.
- vi) When it becomes insolvent.
- vii) When convicted of any criminal offence involving moral turpitude.
- viii) When he acts or does anything detrimental to the interest of the Trust.
- ix) On medical evidence when he is declared physically or mentally unfit by a resolution of the board at a meeting convened for the purpose.

NATIONAL TEAM OF CENTRAL BUREAU OF INTELLIGENCE:-

1) ***DIRECTOR PRIMARY ROLE:-*** Strategic visionary and chief representative interfacing with national agencies like CBI, NIA, and Ministry of Home Affairs. Oversees policy alignment with trust objectives (crime prevention, human rights). Reports directly to Board of Trustees/President. Key Responsibilities: Approves national-level investigations and partnerships Represents trust in government meetings and media Sets annual targets for district teams Ensures compliance with ISO 9001:2015 quality standards

2) ***DIRECTOR GENERAL PRIMARY ROLE:-*** Operational head managing day-to-day national activities. Implements Director's vision across specialized cells (cyber crime, women cell, corruption). Key Responsibilities: Coordinates multi-agency operations with 19 partner organizations. Manages national training programs for intelligence officers Oversees budget allocation to district teams Monitors investigation case progress nationwide

3) ***ADDITIONAL DIRECTOR PRIMARY ROLE:-*** Second-in-command assisting Director General; specializes in high-priority national cases. Key Responsibilities: Leads special task forces for terrorism/cyber crime investigations Liaises with Intelligence Bureau (IB) and Central Vigilance

Commission. Manages national-level RTI applications and legal filings
Conducts performance audits of district teams

4) SPECIAL DIRECTOR PRIMARY ROLE:- Handles sensitive, high-profile cases requiring specialized expertise (corruption, narcotics, terrorism). Key Responsibilities: Coordinates with Central Bureau of Narcotics and NIA. Oversees undercover operations and intelligence gathering. Prepares reports for National Human Rights Commission. Manages witness protection programs.

5) JOINT DIRECTOR PRIMARY ROLE:- Regional coordinator supervising clusters of district teams (e.g., East/West zones). Key Responsibilities: Implements national policies at regional level. Monitors district-level investigation quality. Trains district chiefs and coordinators. Reports regional performance metrics to Director General.

6) DEPUTY DIRECTOR PRIMARY ROLE:- Functional specialist managing specific portfolios (legal, IT, women cell). Key Responsibilities: Leads specialized national cells (Cyber Crime, Corruption Investigation). Develops standard operating procedures for investigations. Manages national volunteer training programs. Coordinates with National Legal Services Authority.

7) DEPUTY DIRECTOR GENERAL PRIMARY ROLE:- Administrative and logistics head supporting operational teams. Key Responsibilities: Manages national staff recruitment and training. Oversees procurement and asset management. Handles national-level fundraising and grants. Ensures ISO documentation compliance.

8) COMMISSIONER PRIMARY ROLE:- Senior investigator leading major case teams across multiple districts. Key Responsibilities: Directs complex multi-district investigations. Coordinates with state police CIDs. Prepares case dossiers for higher authorities. Mentors Joint Directors in investigation techniques.

9) JOINT COMMISSIONER PRIMARY ROLE:- Assists Commissioner; manages specific investigation portfolios. Key Responsibilities: Supervises field investigation teams. Maintains case files and evidence documentation. Liaises with forensic experts and technical specialists. Prepares investigation progress reports.

10) COORDINATOR PRIMARY ROLE:- Operational bridge between senior leadership and field officers. Key Responsibilities: Schedules field operations and team deployments; Manages communication between national and district levels; Tracks case timelines and deadlines; Facilitates inter-agency information sharing.

11) INTELLIGENCE OFFICER / ASSISTANT INTELLIGENCE OFFICER PRIMARY ROLE:- Core intelligence gathering and analysis personnel. Responsibilities: Collect intelligence on crime, corruption, cyber threats; Conduct surveillance and undercover operations; Analyze data patterns for proactive interventions; Prepare intelligence briefings for senior officers.

13) CRIME INVESTIGATION OFFICER:- Crime Investigation Officers form the backbone of field investigations, handling general criminal cases that align with the trust's cooperation mandate with police departments and CBI. These officers conduct on-ground evidence collection, witness interviews, and scene examinations for crimes like theft, assault, and organized criminal activity. They document findings in detailed case diaries, coordinate with forensic experts when needed, and prepare comprehensive reports that support official investigations while maintaining the trust's charitable focus on crime prevention and victim support. Their work emphasizes community rehabilitation alongside investigation, ensuring that identified crime patterns lead to preventive awareness programs in affected areas.

14) CORRUPTION INVESTIGATION OFFICER:- Corruption Investigation Officers specialize in public sector graft, lifestyle discrepancies, and financial irregularities among officials—directly supporting the trust's partnerships with Central Vigilance Commission and Income Tax Department. They perform asset verifications, trace illicit money trails through banking records and property documents, and conduct discreet surveillance on suspected corrupt individuals. These officers compile evidence dossiers including disproportionate asset calculations, benami property identifications, and bribe transaction reconstructions. Their reports facilitate public interest disclosures and RTI interventions, empowering citizens while protecting whistleblowers through the trust's legal cell infrastructure.

15) CRIME INFORMATION OFFICER:- Crime Information Officers focus on proactive intelligence rather than reactive investigation, serving as the trust's early warning system. They develop and manage informant networks across communities, operate anonymous tip lines, and analyze crime statistics to

predict hotspots and trends. These officers create detailed crime bulletins distributed to partner agencies like NIA and local police, while organizing community crime mapping workshops. Their work transforms raw information into actionable intelligence packets, enabling the trust to position itself as a vital information bridge between citizens and law enforcement authorities.

16) CYBER CRIME INVESTIGATION OFFICER:- Cyber Crime Investigation Officers tackle digital offenses including online fraud, hacking, child exploitation, and cyber bullying, supporting the National Cyber Crime Reporting Portal collaboration. They conduct digital forensics on seized devices, trace IP addresses across dark web networks, and analyze block chain transactions for crypto currency crimes. These specialists create digital evidence chains admissible in courts, while running cyber hygiene awareness campaigns for vulnerable populations. They maintain real-time threat dashboards monitoring phishing attacks and social media radicalization, positioning the trust as a key player in India's digital safety ecosystem.

17) CRIME DETECTIVE:- Crime Detectives handle the most complex, cold, and high-profile cases requiring unconventional methods and persistence. They execute undercover operations, conduct sting operations targeting criminal syndicates, and pursue fugitive tracking across state boundaries. These officers specialize in behavioral profiling, deception detection during interrogations, and reconstructing crime timelines from fragmented evidence. Unlike regular investigators, Crime Detectives maintain long-term case files spanning years, collaborating with international agencies when cross-border elements emerge. Their success stories enhance the trust's credibility with government partners while demonstrating charitable impact through justice delivery.

18) WOMEN CELL PRIMARY ROLE:- Specialized unit addressing gender-based violence and women's rights. Key Functions: Handle domestic violence, trafficking, harassment complaints Coordinate with National Commission for Women. Provide counseling and legal support to victims Conduct gender sensitization programs

19) LEGAL ADVISOR PRIMARY ROLE:- Provides legal guidance for all trust activities and investigations. Responsibilities: Vets investigation procedures for legal compliance Drafts legal notices, affidavits, RTI applications Represents trust in courts and tribunals Advises on Income Tax, FCRA compliance.

20) IT CELL PRIMARY ROLE:- Manages technology infrastructure and cyber capabilities. Maintains trust website and communication systems. Maintain supports cyber crime investigations with digital tools Manages membership database and case management software Implements cyber security measures.

21) MEMBER:-Members represent the core committed supporters who actively participate in trust governance and major initiatives at the national level. They pay annual membership fees (typically Rs. 500-2000 depending on trust bylaws) and enjoy full voting rights in Annual General Meetings (A.G.M.) where they elect national office bearers and approve strategic plans. Members receive priority access to all trust programs including specialized training workshops on intelligence gathering, cyber awareness, and legal rights. They serve on national working committees addressing specific objectives like agricultural farmer training or pastor ordination programs, and contribute local intelligence from their regions to national operations cells. Regular Members maintain direct communication channels with national leadership and receive quarterly newsletters detailing trust achievements and upcoming campaigns.

22) EXECUTIVE MEMBER:-Executive Members occupy leadership positions within the national hierarchy, selected from proven regular Members based on performance and commitment. They chair specialized national sub-committees such as Cyber Crime Cell, Women Protection Unit, or Corruption Investigation Task Force, and represent the trust at high-level inter-agency meetings with CBI, NIA, and Ministry of Home Affairs. Executive Members have enhanced decision-making authority including approval of district-level initiatives and budget allocations for regional programs. They undergo advanced leadership training covering investigation management, public speaking, and partnership negotiation skills. These members mentor district Executive Members and coordinate multi-state operations, playing pivotal roles in implementing the trust's ISO 9001:2015 certified quality management systems across national programs.

23) GENERAL MEMBER:-General Members form the broadest participation base, requiring minimal commitment but providing essential grassroots support for national objectives. They register with nominal or no fees and participate in awareness campaigns, community outreach events, and data collection drives without voting rights or leadership responsibilities. General

Members receive regular updates through email bulletins, WhatsApp groups, and social media, and contribute through occasional volunteering for specific events like crime prevention seminars or farmer training workshops. This category serves as a talent pipeline, with active General Members eligible for promotion to full Member status after demonstrated involvement. They provide valuable local insights through feedback mechanisms and participate in trust surveys shaping national policy priorities.

24) VOLUNTEER:-Volunteers constitute the flexible, high-impact workforce executing field-level tasks supporting national programs. They commit time on project basis without financial obligations, undergoing basic orientation training covering trust objectives, safety protocols, and data confidentiality. Volunteers conduct door-to-door awareness campaigns on cyber safety, women's rights, and anti-corruption measures; assist in data collection for agricultural surveys; and support event logistics for pastor ordinations and community programs. At national level, skilled volunteers contribute specialized expertise such as IT support for cyber cells, legal assistance for case documentation, or media management for campaigns. Exceptional volunteers receive certificates and recommendations for full membership, creating a merit-based progression system throughout the trust structure.

DISTRICT TEAM STRUCTURE OF CENTRAL BUREAU OF INTELLIGENCE:- The District Team operates as the local implementation arm of the national trust, handling community-level investigations, welfare programs, and agency coordination within specific districts like Purba Bardhaman. Each role has clearly defined responsibilities supporting the trust's charitable objectives.

1) CHIEF:-The District Chief serves as the supreme authority for all trust activities within their jurisdiction, functioning as the local equivalent of the National Director. They represent the trust before District Magistrates, Superintendents of Police, local MLAs, and Block Development Officers, maintaining direct reporting lines to national Joint Directors. The Chief approves all district investigations, allocates budgets across specialized cells, chairs monthly coordination meetings with local authorities, and ensures implementation of national programs like farmer training and pastor housing initiatives. They conduct performance reviews of all district team members and submit quarterly progress reports highlighting achievements, challenges, and resource requirements to national headquarters.

2) ORG CHIEF:-The Organizational Chief focuses exclusively on internal administration and team management, complementing the external-facing District Chief. They handle recruitment of district staff and volunteers, conduct performance appraisals, manage leave records and disciplinary matters, and organize regular training workshops on investigation protocols, cyber awareness, and legal compliance. The Org Chief maintains district membership databases, processes annual renewals and new registrations, oversees office infrastructure maintenance, and manages relationships with local vendors and service providers. They prepare operational budgets for Chief approval and ensure adherence to the trust's ISO 9001:2015 quality management standards at district level.

3) SECRETARY:-The District Secretary manages all administrative and record-keeping functions, serving as the operational backbone of the district team. They convene and document all district meetings, maintain comprehensive minutes and attendance records, handle official correspondence with state departments, police stations, and local NGOs, and draft monthly progress reports submitted to the Chief. The Secretary manages RTI applications specific to district issues, coordinates media interactions for local campaigns, serves as the primary liaison with district banks for financial transactions, and maintains updated lists of all members, volunteers, and partner organizations operating within the district jurisdiction.

4) JOINT SECRETARY:-The Joint Secretary assists the Secretary with operational execution while managing field logistics and team coordination. They schedule investigation deployments, manage vehicle and equipment allocation for crime scene visits, coordinate between specialized cells like Women Cell and Cyber Cell, and prepare weekly situation reports identifying emerging local crime patterns or community needs. This role handles day-to-day communication between field officers and district leadership, maintains case tracking databases, verifies field reports for quality assurance before Chief review, and organizes community outreach events including legal literacy camps and safety workshops.

5) IN-CHARGE OFFICER:-In-charge officers supervise specific programs, geographical sub-divisions, or functional portfolios within the district. They might oversee agricultural training centers, pastor ordination programs, women's welfare initiatives, or specific blocks/mandals. Each In-charge maintains program-specific budgets, tracks beneficiary numbers and impact

metrics, conducts regular field visits to monitor implementation quality, serves as first responders for community complaints in their area, and submits monthly progress reports with photographs and attendance records. They coordinate with local Panchayat members and self-help groups to ensure grassroots penetration of trust initiatives.

6) CO-ORDINATOR:-Co-ordinators serve as operational supervisors bridging leadership roles and field staff, ensuring smooth execution of planned activities. They create daily work schedules for investigation teams, monitor case progress against deadlines, facilitate communication between specialized officers and higher authorities, manage volunteer duty rosters, maintain equipment inventories and usage logs, and serve as quality controllers verifying field investigation standards. Co-ordinators organize community outreach programs, conduct on-the-job training for newer team members, prepare logistics for major events, and maintain liaison with local police stations for joint operations.

7) INTELLIGENCE OFFICER:-District Intelligence Officers collect and analyze local crime patterns, threats, and community intelligence to support preventive policing. They develop confidential informant networks through mohalla committees and resident associations, monitor social media for local threats, prepare district crime bulletins shared with local police and national headquarters, conduct pattern analysis of police station crime statistics, and train community volunteers in basic observation techniques. Their intelligence assessments guide resource allocation across district cells and inform national threat assessments.

8) ASSISTANT INTELLIGENCE OFFICER:-Assistant Intelligence Officers support senior Intelligence Officers with field-level data collection and verification. They conduct physical surveillance operations, verify intelligence leads through source interviews and record checks, maintain district intelligence databases, assist in crime mapping presentations, participate in joint police operations providing real-time intelligence support, document local risk factors including youth radicalization and organized crime entry, and contribute to monthly district threat assessments submitted to the Chief.

9) CRIME INVESTIGATION OFFICER:-Crime Investigation Officers handle general criminal investigations referred by police stations or community sources. They secure crime scenes, conduct systematic witness interviews, prepare detailed case diaries with chronological reconstructions, coordinate

evidence collection with forensic teams, maintain continuous liaison with investigating officers, document victim rehabilitation needs for trust welfare linkage, and participate in court preparation supporting prosecution teams. Their work reduces police workload while ensuring community confidence in investigation follow-through.

10) CORRUPTION INVESTIGATION OFFICER:-Corruption Investigation Officers specialize in local government graft cases involving municipal officials, block development officers, and police personnel. They perform lifestyle audits comparing declared assets against visible wealth, trace benami properties registered under relatives' names, verify tender irregularities and contract manipulations, interview protected whistleblowers, prepare corruption perception surveys for public awareness, and support RTI activists exposing systemic corruption. Their findings strengthen vigilance commission referrals and public interest litigation cases.

11) CRIME INFORMATION OFFICER:-Crime Information Officers manage incoming crime tips and community intelligence as district clearing houses. They operate local anonymous tip lines and mobile apps, validate information through cross-verification protocols, categorize threats by urgency and jurisdiction, disseminate verified intelligence to appropriate agencies, create weekly district crime bulletins, maintain historical crime databases for trend analysis, and conduct community crime reporting workshops teaching citizens how to provide actionable information safely.

12) CYBER CRIME INVESTIGATION OFFICER:-Cyber Crime Investigation Officers handle district-level digital offenses including online fraud, hacking incidents, and social media crimes. They perform device forensics on seized mobiles and computers, trace local cyber criminals through IP analysis, recover deleted financial transaction data, analyze WhatsApp group radicalization patterns, train police personnel in digital evidence preservation, run cyber hygiene awareness camps for senior citizens and students, and maintain district cyber threat dashboards shared with state cyber cells.

13) CRIME DETECTIVE:-Crime Detectives tackle district-level complex cases, cold files, and fugitive tracking operations. They execute undercover sting operations targeting local criminal networks, develop behavioral profiles of repeat offenders, reconstruct unsolved cases using modern techniques, coordinate with neighboring districts for fugitive apprehension, maintain long-

term case files spanning years, and work with national Crime Detectives on cross-district organized crime networks affecting their jurisdiction.

14) WOMEN CELL:-The Women Cell addresses district-level gender violence including domestic abuse, dowry deaths, workplace harassment, and trafficking. They operate 24×7 distress helplines, maintain safe houses and counseling centers, coordinate with local One-Stop Centres and women's police stations, conduct school-level gender sensitization workshops, provide immediate legal support for protection orders, organize self-defense training for women and girls, and run economic empowerment programs linking survivors to government schemes.

15) LEGAL ADVISOR:-District Legal Advisors provide on-demand legal support for investigations and community cases. They draft FIRs, complaints under special laws (POCSO, NDPS, Dowry Prohibition), represent trust beneficiaries in magistrate courts, file public interest writs on local governance failures, conduct legal literacy camps teaching RTI usage and consumer rights, vet investigation procedures for evidentiary admissibility, and maintain liaison with District Legal Services Authority for free legal aid allocation.

16) IT CELL:-The district IT Cell manages digital infrastructure and technical support operations. They maintain case management software and member databases, provide forensic support to cyber investigations, manage social media outreach and surveillance monitoring, develop district-specific mobile apps for crime reporting, train investigators in digital evidence handling, implement cybersecurity measures protecting trust data, and coordinate with national IT Cell for software updates and threat intelligence sharing.

17) MemberDistrict Members pay annual fees and enjoy voting rights in district general body meetings. They participate actively in all programs, serve on sub-committees addressing local priorities, receive priority access to training workshops, contribute local intelligence from their professional networks, mentor General Members and Volunteers, and represent district concerns at national meetings. Members maintain direct communication channels with district leadership.

18) EXECUTIVE MEMBER:-Executive Members hold leadership positions on district committees and working groups. They chair specialized sub-committees (crime prevention, women's welfare, agricultural programs), approve local budgets and initiatives, mentor field investigation teams,

represent district at state-level coordination meetings, undergo advanced leadership training, coordinate multi-block operations within district, and serve as talent scouts identifying promising Volunteers for membership promotion.

19) GENERAL MEMBER:-General Members participate in events and campaigns without formal voting rights or financial commitments. They attend awareness programs and training workshops, contribute through occasional volunteering, provide feedback through suggestion mechanisms, participate in trust surveys shaping district priorities, serve as event ambassadors promoting trust activities, and form talent pipeline eligible for full membership after demonstrated commitment spanning 6-12 months.

20) VOLUNTEER:-Volunteers provide flexible field support on project basis without financial obligations. They conduct door-to-door awareness campaigns, assist data collection drives, support event logistics and crowd management, serve as first informants for local crime tips, participate in rural outreach for farmer training programs, help distribute welfare materials, undergo basic orientation covering trust mandate and safety protocols, and receive certificates for completed assignments qualifying them for General Membership.

21) HUMAN RIGHT OFFICER:-Human Rights Officers monitor local violations and coordinate remedial action. They handle complaints of custodial torture, caste atrocities, religious discrimination, and bonded labor, maintain liaison with State Human Rights Commission and National Human Rights Commission, conduct fact-finding visits to conflict areas, organize human rights training for police personnel, run public awareness campaigns on constitutional rights, document violations for advocacy purposes, provide immediate relief to victims through trust welfare linkages, and prepare periodic human rights status reports for national headquarters.

PRESIDENT:

- i. The President holds the top executive role, elected annually by the Board of Trustees during the Annual General Meeting (A.G.M.).

- ii. Specific Responsibilities (Direct Quotes and Provisions): "The President of the Trust shall preside over all the meeting of the General Bodies of Trustees.
- iii. The President shall direct the other officers execute the resolution of the trust.
- iv. Entitled to preside over Board meetings; in their absence, trustees elect a chair from among themselves.
- v. Jointly operates bank accounts with the Treasurer or Secretary for all financial transactions.
- vi. Participates in major decisions like property purchases/sales (requiring majority trustee consent) and fund-raising via debentures/shares.
- vii. Term and Election Process: Holds office for 1 year or until new bearers are elected at A.G.M.; re-election possible.
- viii. Current President: Sohel Mirja (Founder, lifetime trustee unless resigned/removed).

SECRETARY:-

- i. The Secretary is the operational hub, elected annually at A.G.M., handling execution, records, and compliance.
- ii. Specific Responsibilities (Direct Quotes and Provisions): " The secretary shall convene all [meetings] of the trust.
- iii. The secretary is the person to execute the decision of the trust'
- iv. The secretary to maintain correspondence with members as well as with other trustees or with the Government or any other body on behalf of the trust.
- v. The secretary shall issue general circulars and notice.
- vi. Sign and give pay order on all bills for payment.
- vii. The Secretary is to prepare and submit [the] annual report of the trust and also maintain correspondence.
- viii. Secretary is the officer of the Trust who will keep records of the trust.
- ix. The membership list of the trust up to date shall be maintained by the Secretary.
- x. Recording the minutes of the trustees as well as the executive/sub committee meetings.

- xi. The Secretary shall ensure compliance with statutory requirements.
- xii. Transact all other business subject to the direction of Board of Trustee.
- xiii. Jointly operates bank accounts with President or Treasurer.

TREASURER:-

Manages trust funds and bank accounts (jointly with Secretary or President); maintains cash books/accounts; prepares audited statements for annual board approval; receives donations/issues receipts; makes payments; prepares budgets with board consultation.

TERM AND ELECTION:

1-year term, Renewable; Current: SOHEL MIRJA (Founder).

FOUNDER MEMBERS:-

Founders are the original settlers who created the trust on 04/02/2021, serving as lifetime trustees unless they resign in writing or are removed for "indulging in anti activities of the Trust". They contributed initial Rs. 1,001 seed capital.

FULL LIST WITH DETAILS (DIRECT FROM DEED):-

- i. **SOHEL MIRJA** (S/o DALIM MIRJA, PAN: EEWPM4798R), Malirbagan, Sadhanpur, P.O & P.S. Burdwan, Dist. Purba Barddhaman, Pin-713101. Post: President.
- ii. **MIR ALAMGIR** (S/o MIR ABSAR ALI, PAN: AWHPA5448F), Sultanpur, Chhoto Shimulia, P.S. Bolpur, Dist. Birbhum, Pin-731240. Post: Executive Member.
- iii. **LAXMI BANERJEE** (W/o BHABANANDA BANERJEE), A.C. Mitra Lane, Burdwan, P.O & P.S. Burdwan, Dist. Purba Barddhaman. Post: Executive Member.

- iv. **ALLA RAKHA SK** (S/o AKEB SK, PAN: ATTP A2669M), Malirbagan, Sadhanpur, P.O & P.S. Burdwan, Dist. Purba Bardhaman, Pin-713101. Post: Secretary.
- v. **SWAPNA KHATUN** (D/o SK ALLA RAKHA, PAN: JJRPK4724E), Malirbagan, Sadhanpur, P.O & P.S. Burdwan, Dist. Purba Bardhaman, Pin-713101. Post: Treasurer.

They bind themselves to hold trust property "upon the Trust and subject to the powers provisions and declarations hereinafter contained.

APPOINTMENT OF EMPLOYEES:-

Trustees appoint necessary staff, regulate service conditions, impose discipline, and terminate services as needed. Appointments occur via sub-committees or direct board action on terms they deem fit, without specified recruitment processes beyond trustee discretion.

BANK OPERATION:- Banking is strictly joint-operated for security and accountability.

KEY PROVISIONS:-

- i. Treasurer shall operate the Bank accounts along with the secretary or President in the respect of the funds of the trust.
- ii. Trustees empowered to "Open any current or other accounts with any Banks and arrange for operation thereon by secretary along with any one of the president or Treasurer for the time being.
- iii. **DAILY OPERATIONS :** Treasurer receives donations/issues receipts, makes payments, maintains cash books/other accounts; Secretary signs pay orders/bills.
- iv. **AUDITING:** Treasurer prepares statements, gets them audited by authorized person, submits annually to Board for approval.
- v. **BUDGETING:** Treasurer prepares budgets in consultation with Board.No specific bank named; operations tied to trust funds from donations/grants/property income.
- vi. **AUTHORITY TO OPEN AND OPERATE ACCOUNTS(VERBATIM PROVISION):-**

THE TRUSTEES MAY AND ARE HEREBY EMPOWERED TO: b) Open any current or other accounts with any Banks and arrange for operation thereon by secretary along with any one of the president or Treasurer for the time being."

DECISION MAKING: Full Board of Trustees (7-9 members) authorizes account opening via resolution.

ACCOUNT TYPES: Current accounts (for frequent transactions), savings accounts, fixed deposits, or other suitable types.

SIGNATORY RULES: MANDATORY JOINT OPERATION—SECRETARY + EITHER PRESIDENT OR TREASURER. No solo access permitted to prevent fraud.

BANK SELECTION: Trustees' discretion; likely local banks in Burdwan/Purba Bardhaman (e.g., SBI, Central Bank of India branches near Malirbagan Pin-713101).

- vii. **TREASURER'S CENTRAL ROLE IN BANKING(VERBATIM PROVISIONS):-**
Treasurer is the person who is in charge of the funds of the trust and the treasurer shall operate the Bank accounts along with the secretary or President in the respect of the funds of the trust. Treasure shall receive donations, any other amount on behalf of the trust and issue receipts and make payments. Treasure shall maintain and keep cash book and such other accounts are necessary.
- viii. **SECRETARY'S BANKING DUTIES(VERBATIM PROVISIONS):**The secretary shall Sign and give pay order on all bills for payment. The Secretary transact all other business subject to the direction of Board of Trustee.
Specific Contributions: Approval Gatekeeper: Signs all payment authorizations ("pay orders") before Treasurer executes.
Compliance Check: Ensures transactions align with budgets/resolutions; maintains correspondence with banks.
Reporting: Prepares annual reports including bank summaries for A.G.M.
- ix. **PRESIDENT'S SUPERVISORY ROLE:-**Steps in as alternate joint signatory with Treasurer.

Directs officers on "execution of resolutions" involving large transfers.

Chairs meetings approving high-value banking decisions (e.g., fixed deposits).

x. **COMPLETE ANNUAL FINANCIAL CYCLE STEP BY STEP PROCESS FROM DEED:-**

Budget Preparation: Treasurer drafts budget "in consultation with... Board of Trustee"; approved at A.G.M.

Transactions: All via joint signatures; sources include "Donation[s] received from philanthropists... Granted from Central and State Government... Income from properties.

Monthly Monitoring: Treasurer maintains "cash book"; Secretary records minutes of financial discussions.

Year-End Accounting: "The treasure has to prepare the statement of accounts and get it audited by the person authorized by the trustees and submit annually to the Board of trustees for approval.

Statutory Filings: Secretary "ensure[s] compliance with statutory requirements" (e.g., Income Tax Form 10B audit reports).

A.G.M. Presentation: Full audited bank statements tabled; office bearers re-elected.

INVESTMENT OF TRUST FUNDS:-

Trustees have broad discretionary powers for prudent investments.

- i. **KEY PROVISION:-**To Invest the Trust fund either in the purpose of mortgage of immovable property or in shares, stock or debentures or other securities and investment or in deposit with or loan to company, Bank Firm or any other person and to after, vary or transpose such investment from time to time at the discretion of the Trustees.
- ii. **PERMITTED AVENUES:-** Immovable property mortgages, shares/stocks/debentures/securities, bank deposits, loans to companies/banks/firms/persons.
- iii. **FLEXIBILITY:-** Alter/vary/transpose investments anytime per trustee discretion.

- iv. **RELATED POWERS:-** Raise funds via debentures/shares (no personal trustee liability); acquire properties by purchase/gift/lease/grant.
- v. **OVERSIGHT:-** Managed by Treasurer under Board direction; annual audited accounts ensure transparency.

INDEMNITY :

Trustees face no personal liability for debts raised via debentures/shares/certificates secured on trust properties; liabilities paid from trust assets only. Upon dissolution, assets go to similar trusts after liabilities, not to trustees/relatives.

APPLICABILITY OF TRUST ACT:

The deed follows Indian Trusts Act 1882 principles as a public charitable trust registered under West Bengal Registration Rules (Deed No. IV-020300022/2021). It binds trustees to hold assets upon declared trusts, with statutory compliance ensured by Secretary.

****DISSOLUTION CLAUSE :***

Upon dissolution, realize all funds/assets; pay liabilities first; transfer remaining assets to other trusts/associations with similar objectives, with prior Income Tax Commissioner approval. No distribution to trustees, relatives, or related concerns permitted.

AREA OF OPERATION:

Registered office at Malirbagan, Bajepuratappur, P.O & P.S. Burdwan, Dist. Purba Bardhaman, Pin-713101, West Bengal. Operations appear India-wide via national agency partnerships, with non-discriminatory application across nationality/religion/caste.

DECLARATION OF THE TRUST:

Settlor declares handing Rs. 1,001 to trustees pre-execution for charitable purposes; trustees accept to hold/apply per objects without personal distinction. Trust activates immediately post-registration (04/02/2021); all parties affirm consent via signatures .

