

# **HIMACHAL PRADESH FINANCIAL CORPORATION**

**GENERAL REGULATIONS, 2004**

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# HIMACHAL PRADESH FINANCIAL CORPORATION

## GENERAL REGULATIONS

In exercise of the powers conferred by section 48 of the State Financial Corporations Act, 1951 (LXIII of 1951), and in supersession of the Punjab Financial Corporation General Regulations, *mutatis mutandis* applicable to Himachal Pradesh Financial Corporation except as respect things done or omitted to be done before such supersession, the Board of Directors of Himachal Pradesh Financial Corporation, after consultation with the Small Industries Development Bank of India and with the previous sanction of the Government of Himachal Pradesh has made the following Regulations, namely:—

### CHAPTER-I INTRODUCTORY

1. *Short title and commencement.*—(i) These Regulations may be called Himachal Pradesh Financial Corporation General Regulations, 2004.

(ii) These Regulations shall come into force from the date of publication in the Official Gazette.

2. *Definitions.*—In these Regulations unless there is anything repugnant in the subject or context:—

(a) "The Act" means the State Financial Corporations Act, 1951 (LXIII of 1951) as amended from time to time;

(b) "Corporation" means Himachal Pradesh Financial Corporation ;

(c) "Development Bank" means the Industrial Development Bank of India, established under the Industrial Development Bank of India Act, 1964;

(d) "Small Industries Bank" means the Small Industries Development Bank of India, established under sub-section (1) of Section 3 of the Small Industries Development Bank of India Act, 1989;

(e) "Form" means a form appended to these Regulations ;

(f) "In writing" or "Written" includes Printing, Lithography and other modes of representing or reproducing words in a visible form ;

(g) "Member" means a member of the Executive Committee constituted under sub-section (1) of section 18 or, as the case may be, any other Committee constituted under section 21 of the State Financial Corporations Act, 1951 ;

(h) "Register" means the register of shareholders kept in one or more books of the Corporation and includes the register of shareholders kept in computer floppies or diskettes ;

(i) "Section" means a section of the Act;

(j) Words and expressions used and not defined in these Regulations but defined in the Act shall have the meaning respectively assigned to them in the Act.

### CHAPTER-II SHARE OF THE CORPORATION

3. *Shares—Moveable Property.*—The shares of the Corporation shall be moveable property.

4. *Control Over Shares.*—Subject to the provisions of the Act and these Regulations the Board shall decide any question relating to any matter pertaining to the shares other than those covered by specific Regulations hereafter.

5. *Parties who may not be registered as Shareholders.*—Except as otherwise provided by these Regulations no minor or person who has been found by Court of competent jurisdiction to be of unsound mind shall be entitled to be registered as shareholder.

6. *Joint Holding of Shares.*—Except in the case of Individuals, the Corporation shall not recognize the joint holding of shares. In case of firms, shares shall be registered not in the name of individual firms, but only in the names of partners of the firms.

7. *Share Register.*—(i) The Corporation shall maintain, at its Head Office, a register of shareholders qualified by the Act to be registered therein either in manual or in accordance with and subject to the provisions of Information Technology Act, 2000 and the Rules made thereunder, in the format enclosed as at Annexure "A".

(ii) *Control Over Shares and Registers.*—Subject to the provisions of the Act and these Regulations, and such directions as the Board may give from time to time, the register kept at the Head Office shall be maintained by and be under the control of the Board and the decision of the Board as to whether or not a person is entitled to be registered as a shareholder in respect of any share shall be final.

(iii) A separate ledger shall be maintained in the share register for each class of shareholders referred to in section 4 and 4A.

(iv) In the case of joint holders of any shares, the particulars required by clause (i) shall be entered under the name of any one of such joint holders specified by them and the names of other holders shall be entered after the name of such specified joint holder.

(v) A shareholder resident outside India shall furnish to the corporation an address in India and such address when entered in the register shall be deemed to be his registered address for the purposes of the Act and these Regulations.

(vi) Nothing contained hereinabove in these Regulations shall apply to shares held with the depository under the Depository Act, 1996.

(vii) The register of beneficial owner maintained by a depository under Section 11 of the Depository Act, 1996 shall be deemed to be a register of shareholders.

8. *Trust not to be recognized.*—The Corporation shall deal with the shareholders irrespective of whether they are full owners of their shares or trustees for some other person or persons. No notice of any trust expressed, implied or constructive shall be entered on the register, nor shall any trust be recognized by the Corporation.

9. *Exercise of Right of joint Holders.*—If any share stands jointly in the names of two or more persons, the person first named in the register shall, as regards voting, receipt of dividends, services of notices and all or any other matter connected with the Corporation, except the transfer of the share, be deemed to be the sole holder thereof.

10. *Inspection of share register.*—(i) The share register maintained under Regulation 7 except when closed under the provisions of these Regulations, shall be open to the inspection of any shareholder free of charge at the Head office of the corporation during business hours subject to such reasonable restrictions as the Managing Director may impose, but so that not less than two hours in each working day may be allowed for inspection.

(ii) A share holder shall not have the right himself to make a copy of any entry in any such register, but may, except when the register is closed, require a copy of any such register or of any part thereof on prepayment therefor at such rate as may be decided by the Managing Director for every hundred words or fractional part thereof required to be copied.

(iii) Notwithstanding anything contained in sub-Regulation (ii), any officer of the government or the Small Industries Bank authorized in this behalf, shall have the right to make a copy of any entry in the register or require a copy of the register or any part thereof free of charge.

11. *Closing of share register.*—The Board may, by giving notice by advertisement, in the newspaper circulating in the place where the Head office of the corporation is situated, close the share register for such periods (not exceeding forty five days at any one time) as shall, in its opinion, be necessary.

12. *Share certificates.*—(i) Every share certificate shall be issued in the format enclosed as at Annexure "B" or as modified by the Board from time to time.

(ii) Every share certificate shall be signed on behalf of the corporation by two persons duly authorized in this behalf by the Board and such signature may be printed, engraved, lithographed or impressed by such other process as the Board may direct.

(iii) A signature so printed, engraved, lithographed or otherwise impressed shall be as valid as a signature in the proper handwriting of the signatory himself.

(iv) Every share certificate shall be issued under the Common Seal of the Corporation.

13. *Issue of share certificate free of charge.*—(i) The State Government and the Small Industries Bank shall each be entitled free of charge, to one certificate for all the shares registered in their names at each allotment. If any shares are allotted to the State Government and the Small Industries Bank in pursuance of sub-section (5) of section 4, an additional certificate in respect of such shares shall also be issued free of charge to the State Government and the Small Industries Bank respectively.

(ii) Every other shareholder shall be entitled, free of charge, to one certificate, for each 50 shares registered in his name and one additional certificate for the number of shares in excess of a multiple of 50 shares registered in his name at each allotment. A shareholder holding less than 50 shares shall be entitled, free of charge, to one certificate for all the shares registered in his name at each allotment.

(iii) If any shareholder requires more certificates than the number to which he is entitled free of charge under this Regulation, he shall pay for each additional certificate such sum as may be decided by the Managing Director from time to time.

(iv) In the case of shares held jointly by several persons, delivery of the relative certificates to one of such joint holders shall be sufficient delivery to all, and the receipt therefore signed by any one of the joint holders shall effectively bind all the joint holders.

14. *Issue of duplicate/sub-division of share certificates.*—(i) If any share certificate is worn out or defaced or tendered for sub-division, then upon production thereof to the Head Office of the Corporation, the Board may order the same to be cancelled and have a new certificate or certificates issued in lieu thereof.

(ii) If any share certificate is alleged to be lost or destroyed, then after publication of such loss at least once in any newspaper circulating in the State of Himachal Pradesh and/or upon production of such evidence of the loss of destruction thereof as the Board may consider satisfactory and upon such indemnity with or without security as the Board may require, a new certificate in lieu thereof shall be given to the party entitled to such lost or destroyed certificate and the person availing himself of the provisions of this clause shall also pay to the Corporation all the expenses incidental to the advertisement and investigation of evidence of loss or destruction and the preparation of the requisite form of indemnity as aforesaid.

(iii) For every certificate issued under this Regulation, there shall be paid to the Corporation such sum as may be decided by the Managing Director from time to time.

**15. Transfer of shares.**—(i) Subject to the restrictions contained in the Act and in these Regulations, shares except redeemable preference shares shall be transferable, but every transfer shall be in writing and in the form prescribed under the Companies Act, 1956 for transfer of shares.

(ii) The instrument of transfer of shares shall be signed by the transferor and the transferee or any person duly authorized to do so on their behalf and shall be submitted to the Board duly stamped under the Indian Stamp Act, 1899, along with the share certificate and the transferor shall be deemed to remain the holder of such shares until the name of the transferee is entered in the share register. Each signature to such transfer shall be duly attested by one witness who shall sign giving his address and occupation.

(iii) The above provisions in sub-Regulations (i) and (ii) of Regulation 15 shall also apply to transfer of debentures/bonds.

(iv) Upon receipt by the Board of an instrument of transfer with a request to register the transfer, the Board shall, unless it refuses to register the transfer under sub-section (3) of Section 5, cause the transfer to be registered.

**16. Power to Suspend Transfer.**—The Board may suspend the registration of transfer during any period in which the register is closed.

**17. Transmission of Shares/Debentures in the event of death, Insolvency etc., of a Shareholder/Debentureholder.**—(i) The executors or administrators of a deceased sole holder of the shares/debentures, or the holder of a succession certificate issued under Part-X of the Indian Succession Act, 1925, in respect of such shares/debentures or a person in whose favour a valid instrument of transfer of such shares/debentures was executed by such person or by the deceased sole holder during the latter's lifetime shall be the only person who may be recognized by the Corporation as having any title to such shares/debentures.

(ii) In the case of the shares/debentures registered in the names of two or more holders, the survivor or survivors and on the death of the last survivor, his executors or administrators or any person who is the holder of a succession certificate in respect of such shares/debentures or a person in whose favour a valid instrument of transfer of the shares/debentures was executed by such person and such last survivor during the latter's lifetime, shall be the only person who may be recognized by the Corporation as having any title to such shares/debentures.

(iii) The Corporation shall not be bound to recognize such executors or administrators unless they shall have obtained probate or letters of administration or other, legal representation, as the case may be, from a court of competent jurisdiction :

Provided, however, that in case where the Board in its discretion thinks fit, it shall be lawful for the Board to dispense with the production of a succession certificate, letters of administration or such other legal representation upon such terms as to indemnity or otherwise as it may think fit.

(iv) Any such person becoming entitled to any shares/debentures in consequence of death of a shareholder/debentureholder and any person becoming entitled to shares/debentures in consequence of the insolvency, bankruptcy or liquidation of a shareholder/debentureholder shall upon production of such evidence as the Board may require, have the right—

(a) to be registered as a shareholder/debentureholder in respect of such shares/debentures upon his satisfying the Board in the same manner as if he were the proposed transferee under Regulation 17 (ii) that he is qualified to be shareholder/debentureholder ; or

(b) to make such transfer of such shares/débentures as the person from whom he derives title could have made.

18. *Calls on Shares.*—The Board may, from time to time, make such calls as it thinks fit upon the shareholders in respect of all moneys remaining unpaid on the shares held by them, and not by the conditions of allotment thereof made payable at fixed times, and each shareholder shall pay the amount of every call so made on him to the person and at the time and place appointed by the Board. A call may be made payable by instalments.

19. *Calls to date from resolution.*—A call shall be deemed to have been made at the time when the resolution of the Board authorizing such call was passed and may be made payable by the shareholders on the register on such date or at the discretion of the Board on such subsequent date as may be fixed by the Board.

20. *Notice of Call.*—A notice of not less than thirty days of every call shall be given specifying the time of payment provided that before the time for payment of such call the Board may by notice in writing to the shareholders revoke the same.

21. *Extension of time for payment of Call.*—The Board may, from time to time and at its discretion, extend the time fixed for the payment of any call as to all or any of the shareholders having regard to distance of their residence or some other sufficient cause, but no shareholder shall be entitled to such extension as a matter of right.

22. *Liabilities of Joint Holders.*—The Joint holders of a share shall be jointly and severally liable to pay all calls in respect thereof.

23. *Amount payable at fixed time or by instalments as Calls.*—If by the terms of issue of any share or otherwise any amount is payable at any fixed time or by instalments at fixed time, every such amount or instalment shall be payable as if it were a call duly made by the Board and of which notice had been given and all the provisions herein contained in respect of calls shall relate to such amount or instalment accordingly.

24. *When Interest on Call or Instalment payable.*—If the sum payable in respect of any call or instalment is not paid on or before the day appointed for payment thereof, the holder for the time being or the allottee of the share in respect of which a call shall have been made, or the instalment shall be due, shall pay interest on such sum at such rate as the Board may fix, from time to time, from the day appointed for the payment thereof to the time of actual payment, but the Board may waive payment of such interest wholly or in part.

25. *Non-payment of calls by shareholder.*—No shareholder shall be entitled to receive any dividend or to exercise any privilege as a shareholder until he shall have paid all calls or the time being due and payable on every share held by him, whether singly or jointly with any person, together with interest and expenses, if any.

26. *Notice to be given if call or Instalment not paid.*—If any shareholder fails to pay the whole or any part of a call or instalment or any money due in respect of any shares either by way of principal or interest on or before the day appointed for the payment of the same, the Board may at any time thereafter during such time as a call or instalment or any part thereof or other moneys remain unpaid or a judgement or decree in respect thereof remains unsatisfied in whole or in part, serve a notice on such shareholder or on the person (if any) entitled to the share by transmission, requiring him to pay such call or instalment or such part thereof or other moneys as remain unpaid together with any interest that may have accrued and all expenses (legal or otherwise) that may have been paid or incurred by the Corporation by reason of such non-payment.

27. *Form of notice.*—The notice shall name a day not being less than fourteen days from the date of the notice and the place or places on and at which such call or instalment or such part or other moneys and such interest and expenses as aforesaid are to be paid. The notice shall also state that in the event of non-payment on or before the time and at the place appointed, the share in respect of which the call was made or instalment is payable will be liable to be forfeited.

28. *In default of payment shares to be forfeited.*—If the requirements of any such notice as aforesaid are not complied with, any of the shares in respect of which such notice has been given may at any time there after before payment of all calls or instalments, interest and expenses or the money due in respect thereof, be forfeited by a resolution of the Board to that effect. Such forfeiture shall include all dividends declared in respect of the forfeited shares and not actually paid before the forfeiture.

29. *Entry of Forfeiture in the Register.*—When any share has been forfeited under Regulation 28, any entry of the forfeiture with the date thereof shall be made in the register.

30. *Forfeited shares to be property of the Corporation and may be sold.*—Any share so forfeited shall be deemed to be the property of the Corporation and may be sold, reallocated or otherwise disposed off, either to the original holder thereof or to any other person upon such terms and in such manner as the Board may decide.

31. *Power to Annual Forfeiture.*—The Board may, at any time, before any share so forfeited under Regulation 28 shall have been sold, reallocated or otherwise disposed off, annual the forfeiture thereof upon such conditions as it may think fit.

32. *Shareholder liable to pay money owing at the time of Forfeiture and Interest.*—Any shareholder whose shares have been forfeited shall, notwithstanding the forfeiture, be liable to pay and shall forthwith pay to the Corporation all calls, instalments, interest, expenses and other money owing upon or in respect of such shares at the time of the forfeiture with interest thereon from the time of forfeiture until payment at such rate as may be specified by the Board and the Board may enforce the payment of the whole or a portion thereof.

33. *Partial payment not to preclude forfeiture.*—Neither a judgement nor a decree in favour of the Corporation for calls or other moneys due in respect of any shares nor any payment or satisfaction thereunder nor the receipt by the Corporation of a portion of any money which shall be due from any shareholder from time to time in respect of any shares either by way of principal or interest nor any indulgence granted by the Corporation in respect of payment of any money shall preclude the forfeiture of such shares under these Regulations.

34. *Application for forfeiture provisions.*—The provisions of these Regulations as to the forfeiture shall apply in the case of non-payment of any sum which by terms of issue of a share becomes payable at a fixed time, as if the same had been payable by virtue of a call duly made.

35. *Corporation's Lien on Shares.*—The Corporation shall have a first lien upon all shares registered in the name of each shareholder and upon the proceeds of sale thereof for his debts, liabilities and engagements solely or jointly with any other person to or with the Corporation whether the period for the payment, fulfilment or discharge thereof shall have actually arrived or not, and such lien shall extend to all dividends from time to time declared in respect of such shares. Unless otherwise agreed, the registration of a transfer of shares shall operate as a waiver of the Corporation's lien, if any, on such shares.

36. *Enforcing Lien by sale of shares.*—The Board may, for the purpose of enforcing the lien referred to in Regulation 35 sell the shares subject thereto in such manner as it thinks

fit, but no sale shall be made unless any sum in respect of which the lien exists is presently payable nor until notice in writing of the intention to sell shall have been served on such shareholder or person, if any, entitled for transmission to the shares and default shall, have been made by him in payment of the sum presently payable for seven days after such notice.

37. *Application of proceeds of sale of shares.*—The net proceeds of any sale of shares under Regulation 36 after deduction of costs of such sale, shall be applied in or towards the satisfaction of the debt or liability in respect whereof the lien, exists so far as the same is presently payable and the residue, if any, paid to the shareholders or the person, if any, entitled by transmission to the shares so sold.

38. *Certificate of Forfeiture.*—A certificate in writing under the hands of any Director or any other Officer of the Corporation duly authorised in this behalf, that the call in respect of a share was made and that the forfeiture of the share was made by a resolution of the Board to that effect, shall be conclusive evidence of the fact stated therein as against all persons entitled to such shares.

39. *Title of Purchaser and Allottee of Forfeited Share.*—The Corporation may receive the consideration, if any, given for the share on any sale, allotment or other disposition thereof and the person to whom such share is sold, allotted or disposed off may be registered the holder of the share and shall not be bound to see to the application of the consideration, if any, nor shall his title to the share be affected by any irregularity or invalidity in the proceedings in reference to the forfeiture, sale, allotment or other disposal of the share and the remedy of any person aggrieved by the sale shall be in damages only and against the Corporation exclusively.

40. *Shareholder ceasing to be qualified for registration.*—(i) It shall be the duty of any person registered as a shareholder, forthwith upon ceasing to be so registered, to give intimation thereof to the Board.

(ii) The Board may, at any time, cause such enquiry to be made as it may consider necessary for ascertaining whether any person registered as a shareholder has ceased to be so qualified and upon being satisfied that any such person has ceased to be so qualified, it shall inform him that he is not entitled to be a shareholder of the Corporation. He will not be further entitled to the payment of any dividend on any such shares nor to exercise any of the rights of a shareholder otherwise than for the purpose of the sale of such shares, and the Corporation shall make an entry in the share register to that effect.

(iii) If the Board shall ascertain that a person who is not qualified to be a shareholder of the Corporation is registered, by inadvertence or otherwise, as a shareholder of the corporation, it shall inform the shareholder that such shareholder is not entitled to the payment of any dividend on any share nor to exercise any of the rights of a shareholder otherwise than for the purpose of the sale of such shares, and shall make an entry in the share register to that effect.

(iv) A determination of the Board under this Regulation as to whether a person is qualified to be shareholder or not shall be conclusive.

41. *Service of a Notice or Document to Shareholders.*—(i) The Corporation may serve a notice or a document on any shareholder either personally, or by post at his registered address or if he has not registered address in India, at the address, if any, within India supplied by him to the Corporation for the giving of notice to him.

(ii) Where a document or a notice is sent by post, the service of such document or notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the document or notice :

Provided that where a shareholder has intimated to the corporation in advance that documents should be sent to him under a certificate of posting or by registered post, with or without acknowledgment due, and has deposited with the corporation a sum sufficient to defray the expenses of doing so, service of the document or notice shall not be deemed to be effected unless it is sent in the manner intimated by the shareholder, and unless the contrary is proved, such service shall be deemed to have been effected in the case of a notice of a meeting at the expiration of forty eight hours after the letter containing the same is posted, and in any other case, at the time at which the letter would have been delivered in the ordinary course of post.

(iii) A notice or a document advertised in a newspaper widely circulated in Himachal Pradesh shall be deemed to be duly served on the day on which the advertisement appears, on every shareholder of the corporation who has no registered address in India and has not supplied to the Corporation an address within India for giving of notices to him.

(iv) A notice or a document may be served by the Corporation on the joint-holders of a share by serving it on the joint holder named first in the register in respect of the share.

(v) A notice or a document may be served by the Corporation on the persons entitled to a share upon death or in consequence of the insolvency of a shareholder by sending it through post in a prepaid letter addressed to them by name, or by the title of representatives of the deceased, or assignees of the insolvent, or by any like description, at the address, if any, in India supplied for the purpose by the persons claiming to be so entitled, or until such an address has been so supplied, by serving the documents in any manner in which it might have been served if the death or insolvency had not occurred.

(vi) The signature to any notice to be given by the Corporation may be written or printed or be affixed in any other manner.

### CHAPTER-III

#### MEETINGS OF SHAREHOLDERS OR ANY CLASS OF SHAREHOLDERS

42. *Chairman of the Meeting.*—In Chapter III & IV.—(i) unless the context does not permit, the reference to “general meeting” shall include a reference to a meeting of a class of shareholders, and

(ii) the word “Chairman” means the Chairman of a meeting under regulation 48.

43. *Annual General Meeting.*—The annual General Meeting of the Corporation shall be held at the place where the Head office of the Corporation is situated, or if so directed by the Board at any other place within the State where there is an office of the Corporation. Each Annual General Meeting shall be held within four months from the date on which the annual accounts of the Corporation are closed or within such period as may be specified in the Act from time to time.

44. *General Meetings (other than Annual General Meeting).*—(i) The Board may convene a general meeting at such time and place as may be decided by the Board.

(ii) When it is necessary to hold a general meeting (other than the Annual General Meeting) for any purpose, such meeting shall be convened under the direction of the Board by the Managing Director or in his absence by any other officer of the Corporation authorized by the Board in this behalf.

**45. Notice convening a General Meeting.**—(i) A notice convening a General Meeting signed by the Managing Director, or any other officer of the corporation, so authorised shall be sent to every registered shareholder or every shareholder of the class to which the meeting relates at his address, if any, in India and published at least twenty-one clear days before the meeting one in English newspaper and one in Hindi newspaper circulating in the State of Himachal Pradesh except in the case of first Annual General Meeting, in which case the period of notice may be seven days.

(ii) Every such notice shall state the time, date and place of such meeting, and also the business that shall be transacted at that meeting.

**46. Business at General Meetings.**—(i) At the annual general meeting the following business shall be transacted namely:—

(a) To discuss and if deemed fit, to adopt the annual accounts of the Corporation including the Profit and Loss account and the balance sheet for the year ending the 31st March, together with a report by the Board on the working of the Corporation throughout the year, the auditor's report(s) on the said balance sheet and accounts and proposals for declaration of dividend and capitalization of reserves.

(b) To consider appointment of auditors ; and

(c) To discuss any other matter to be transacted at the annual general meeting in terms of sub-section (3) of section 36 of the State Financial Corporations Act, 1951.

(ii) No business shall be transacted, or any matter discussed, other than that mentioned in the notice for the meeting, except with the consent of the Chairman or unless not less than two weeks notice has been given of the same by the State Government, or the Small Industries Bank or by the other shareholders holding shares carrying in the aggregate not less than 20% of the total voting Rights of all the shareholders or a class of the shareholders as the case may be.

Such notice shall take the form of a definite resolution to be put to the meeting.

**47. Quorum at General Meetings.**—(i) No business shall be transacted at any meeting of the shareholders, or a class of shareholders, whether it is the Annual General Meeting or any other general meeting, unless a quorum of at least five shareholders entitled to vote at such meeting in person or by proxy or by duly authorized representative is present at the commencement of such business.

(ii) If within fifteen minutes from the time appointed for the meeting a quorum is not present, in the case of meeting called by the requisition of shareholders other than the State Government or the Small Industries Bank, the Chairman may dissolve the meeting.

(iii) In other case the meeting shall stand adjourned to the same day in the next week at the same time and place, and if at such adjourned meeting, a quorum is not present, the shareholders who are present in person or by proxy or by duly authorized representative shall form a quorum and may transact the business for which the meeting was called.

Provided that no Annual General Meeting shall be adjourned to a date later than four months after the 31st March and if adjournment of the meeting to the same day in the following week would have this effect, the Annual General Meeting shall not be adjourned but the business of the meeting shall be commenced either as soon within one hour from the time appointed for the meeting as a quorum may be present, or immediately after expiry of one hour.

(iii) In the exercise of its powers, the Executive Committee shall be bound by such general or special directions as the Board give from time to time.

(iv) Quorum for the transaction of business at a meeting of the Executive Committee shall be one-third of the total strength of the Executive Committee (any fraction contained in that one-third being rounded off as one) or not less than three members of the Committee, whichever is less.

(v) The provisions of the Act and save as otherwise provided in these Regulations, these Regulations shall apply to the meetings of the Executive Committee as if they were meetings of the Board.

61. *Disclosure of interest of Directors in any industrial concern.*—(i) Every Director of the Board and every member of the Executive Committee who has any interest in or connection with an industrial concern in respect of contract or arrangement or proposed contract or arrangement entered into or to be entered into the nature specified in sub-section (2) of Section 28 shall disclose the nature of such interest or connection at a meeting of the Board or the Executive Committee, as the case may be.

(ii) (a) In the case of proposed contract or arrangement, the disclosure required to be made by a Director of the Board or member of the Executive Committee under sub-Regulation (i) shall be made at the meeting of the Board or the Executive Committee, as the case may be, at which the question of entering into contract or arrangement is first taken into consideration, or if the Director or member was not, at the date of that meeting, concerned or interested in the proposed contract or arrangement, at the first meeting of the Board or the Executive Committee, as the case may be, held after he becomes so concerned or interested.

(b) In the case of any other contract or arrangement, the required disclosure shall be made the first meeting of the Board or the Executive Committee, as the case may be, held after the Director or member becomes concerned or interested in the contract or arrangement.

(iii) (a) For the purpose of sub-Regulations (i) and (ii), a general notice given by a Director or a member, to the Board or to the Executive Committee, as the case may be, to the effect that he is a Director or a member of a specified body corporate or is a member of a specified firm and is to be regarded as concerned or interested in any contract or arrangement which may after the date of notice, be entered into with that body corporate or firm, shall be deemed to be a sufficient disclosure of his concern or interest in relation to any contract or arrangement so made.

(b) A Director or a member giving a general notice to the Board or the Executive Committee under clause (a) shall, as soon as possible, give notice of any change in the particulars contained therein.

(iv) No such general notice, or no notice of any change therein shall be of effect unless either it is given at a meeting the Director or member concerned takes reasonable steps to secure that it is brought upon and read at the first meeting of the Board or the Executive Committee, as the case may be, after it is given.

(v) No Director of the Board and no member of the Executive Committee shall, as a Director or member, as the case may be, take any part in the discussion of, or vote on, any contract or arrangement entered into or to be entered into by or on behalf of the corporation, if he is in any way, whether directly or indirectly, concerned or interested in such contract or

arrangement, nor shall his presence count for the purpose of forming a quorum at the time of such discussion or vote ; and if he does vote, his vote shall be void.

**62. Fee for Director Meetings.**—(1) Each Director (other than the Managing Director and an employee of the State Government or any employee of the corporation) shall receive a fee for attending a meeting of the Board or the Executive Committee as may be decided by the Board of Directors from time to time.

(2) In addition, each Director attending a meeting of the Board or of the Executive Committee shall be reimbursed his travelling and halting expenses, if any, on such scale, at his option, as he is entitled to in the institution in which he holds office or on such scale as may be fixed by the Board from time to time and in any other case, at the latter scales.

**63. Appointment of Committees.**—(i) They may appoint Committees consisting wholly of Directors or wholly of other persons or partly of Directors and partly of other persons as it deems fit for the purpose of efficient discharge of the functions of the Corporation.

(ii) Any committee constituted under Section 21 shall, in the exercise of the powers entrusted to it be bound by such general or special directions as the Board or the Executive Committee may give from time to time.

(iii) Meetings of any such Committee may be convened from time to time at the Head office of the Corporation, or at such other place within the jurisdiction of the Corporation or at any other place as may be specified in the notice convening the meeting. Sufficient notice shall be given for such meetings.

(iv) The Chairman of the Board or the Managing Director or any other member of such a Committee as may be decided by the Board or the Committee shall be the Chairman of that Committee. If the Chairman of any such Committee is, for any reason unable to attend a meeting of the Committee, a person authorized by the said Chairman in writing shall preside at that meeting. In default of such authorization or in absence of the person so authorized, the Committee may elect a Chairman to preside at that meeting.

(v) Each member of any such Committee, who is not a Director, auditor, officer or other employee of the Corporation who has already made a declaration under Section 40 shall before entering upon his duties, be required to sign a declaration of Fidelity & Secrecy to the effect set out in the form given in the schedule to the Act.

(vi) The provisions of the Act and save as otherwise provided in these Regulations, these Regulations shall apply to the meeting of such Committee formed under Section 21 as if they were the meetings of the Executive Committee.

**64. Resolution without meeting valid.**—(i) A resolution in writing circulated to all the Directors at their usual addresses in India and approved and signed by a simple majority of the Directors/members, on the Board of the corporation or where the matter concerns the Executive Committee or any other Committee appointed by the Corporation, who are then in India, one of whom shall be the Chairman of the Board or the Executive Committee or other Committee as the case may be or the Managing Director shall be valid and effectual and shall be deemed to be the resolution passed as if it had been passed at a duly called and constituted meeting of the Board, the Executive Committee or other Committee, as the case may be, the resolution shall be deemed to have been passed on the date on which it is concurred and signed by the last signatory to the resolution forming majority.

(ii) Nothing in clause (i) shall apply to a resolution in respect of any matter relating to granting of any loan or financial assistance in any form to any industrial concern under the Act.

#### CHAPTER-VII

### MANNER IN WHICH THE ACCOMMODATION GRANTED BY THE CORPORATION WILL BE SECURED

65. *Instruments Evidencing Security to be in prescribed form.*—Instruments evidencing the security to be taken for accommodation given by the Corporation, under sub-section (1) of section 25 shall be in the form specified by the Executive Committee and no material alteration shall be made in the form as prescribed without the approval of the Executive Committee. The Executive Committee may make such variations in the forms as may be found necessary to suit the requirement of individual cases :

Provided no such instrument shall be open to challenge only on the ground that the said documents or any alteration thereto is not approved by the Executive Committee.

66. *Norms for Granting Accommodation.*—The Board may fix norms for granting of accommodation and in doing so the Board shall be guided by such Instructions as may be given by the Government, the Small Industries Bank from time to time.

67. *Instruments Evidencing Security to contain Stipulations for Requiring Additional Security in the Event of Fall in Value of Assets.*—In the instruments evidencing the security taken by the Corporation, there shall be a stipulation that in the event of a fall occurring in the value of the assets pledged, mortgaged, hypothecated, or assigned to the Corporation, the industrial concern obtaining accommodation from it may be required to furnish such additional security as may be considered reasonable by the Executive Committee.

#### CHAPTER-VIII

### GENERAL PROVISIONS

68. *Board to Inform the State Government Regarding Disqualifications.*—The Board shall forthwith inform the State Government if it comes to the notice of the Board that any Director has become subject to any disqualification under the Act.

69. *Acts of Directors valid notwithstanding subsequent discovery of disqualifications.*—All acts done at any meeting of the Board or the Executive Committee or an Advisory Committee by any person acting as Director of the Board or member of the Executive Committee or of an Advisory Committee shall, notwithstanding that it shall afterwards be discovered that there was some defect in the appointment of such persons or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and duly qualified.

70. *Delegation of Powers.*—(i) Without prejudice to the powers conferred under the Act or these Regulations, the Board may, if deemed expedient, authorize the Executive Committee or a Committee appointed under section 21 or the Managing Director to decide on delegation in respect of any of the matters, whether referred to in these Regulations or not. Delegation so decided by the Executive Committee/Committee/Managing Director, as the case may be shall be reported to the Board immediately.

(ii) *Delegation of Powers to Managing Director or any other Officer of the Corporation.*—

Without prejudice to the generality of the powers conferred or restrictions imposed under the Act; or Regulations, the Managing Director or any other officer shall, subject to such restrictions or instructions as may be considered necessary by the Board or the authority who has been delegated necessary powers by the Board in this behalf, exercise the following powers:—

- (a) all the powers and duties of the Board and doing of all such acts or things as the corporation is authorized to exercise or do ;
- (b) to operate bank and other accounts either singly or jointly with a Director or any other officer of the Corporation authorized in this behalf by the Board or the authority who has been delegated necessary powers by the Board in this behalf and to draw, accept and endorse bills of exchange or any other instruments in the current or authorized business of the Corporation and to sign all other accounts, receipts, documents etc., connected with such business;
- (c) to organize and supervise the office, maintain discipline and exercise such powers in connection with appointment, promotion, determination of service, transfers, suspension and granting of leave to the staff of the corporation etc., and to allocate duties to the staff and make such other arrangements as may be necessary for the efficient discharge of the functions of the Corporation ;
- (d) to incur such expenditure for the day to day administration of the office and conduct of business as may be necessary;
- (e) without prejudice to the generality of the provisions of sub-Regulations (a) to (d) above, the Managing Director or any other officer shall, subject to such restrictions or instructions as may be considered necessary by the Board or the authority who has been delegated necessary powers by the Board in this behalf, have the following powers ;
  - (aa) to refer any claim or demand by or against the Corporation to arbitration and observe and perform the awards;
  - (bb) to decide about the actual operation of accounts of the Corporation, authority to execute all documents on behalf of the Corporation, authority to deal with any legal matter either of the corporation or on its behalf;
  - (cc) to enter into all negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name and on behalf of the Corporation as may be considered expedient for or in relation to any of the matters aforesaid or otherwise for the business of the corporation;
  - (dd) to institute, conduct, defend, compound or abandon any legal proceedings by or against the Corporation or its officers or otherwise concerning the affairs of the Corporation, and also to compound and allow time for payment or satisfaction of any debt due, or of any claim or demand by or against the Corporation.

(iii) It will be in order for the Board or the Managing Director, as they may deem fit, to delegate to a Committee of the Board/Managing Director or any other officer of the Corporation respectively, any of their powers/duties under these Regulations by a general or special order, subject to such conditions and limitations, as may be specified, in the said order.

71. *Remuneration to Members of Committees for Extra Services Rendered.*—Members of a Committee appointed by the Board under Section 21 may be paid, for special assignments undertaken for or extra services rendered to the corporation in addition to the fees for attending meetings and reimbursement of travelling, halting and other expenses as may be applicable to them, remuneration/honorarium at such scales as may be fixed by the Board/Managing Director from time to time.

**72. Remuneration to Directors, Officer and Others.**—Any person, or Officer or Director of the Corporation, when required to undertake special assignments for or to render extra services to the Corporation, may be paid in addition to travelling, halting and other expenses as may be applicable, remuneration/honorarium at such scales as may be fixed by the Board/Managing Director from time to time.

**73. Manner and Form in which Contracts Binding on the Corporation may be Executed.**—Contracts on behalf of the Corporation may be made as follows :—

- (a) Any contract which is by law required to be in writing, may be made on behalf of the Corporation in writing signed by any person acting under its express authority and may in the same manner be varied or discharged;
- (b) Any contract which would be valid, if made by parol only, may be made by parol on behalf of the Corporation by any person acting under its express authority and may in the same manner be varied or discharged.

**74. Accounts, Receipts and Documents of Corporation by whom to be Signed.**—The Managing Director, or such other officers of the Corporation as the Board or the Executive Committee or any Committee appointed under section 21 or the Managing Director who have been delegated the necessary powers by the Board in this behalf may, by notification in the Himachal Pradesh Government Gazette, authorize in this behalf, may sign any contract of any description whatsoever, issue, execute, endorse and transfer promissory notice, bonds, stock receipts, stock, debentures, shares, securities and documents of title to goods standing in the name of, or held by the Corporation and draw, accept and endorse bills of exchange and other instruments in the current and authorized business of the Corporation and sign all other accounts, receipt and documents connected with such business.

**75. Plaints etc. by whom to be signed.**—Plaints, written statements, vakalatnamas, affidavits and all other documents connected with legal proceedings may be signed and verified on behalf of the Corporation by the Managing Director or any other officer authorized under regulation 74 to sign documents for, and on behalf of the Corporation.

**76. Common Seal of the Corporation.**—(i) The Board shall provide a Common Seal for the purpose of the Corporation and shall have powers from time to time to destroy the same and substitute a new seal in lieu thereof and the Board shall provide for the safe custody of the Seal for the time being.

(ii) The Common Seal of the Corporation shall be affixed to the share certificates issued by the Corporation, power of attorney made in favour of a person and may be used for such other purposes as may be approved by the Board/Executive Committee.

(iii) The common seal of the Corporation shall not be affixed to any instrument except pursuant to a resolution of the Board or the Executive Committee as the case may be and accept in the presence of at least two Directors (including the Managing Director), who shall sign their names to the instrument to token of their presence, and such signing shall be independent of the signing of any person who may sign the instrument as a witness. Unless so signed as aforesaid, such instrument shall be of no validity.

**77. Issue of Bonds and Debentures.**—(1) The bonds or debentures of the Corporation shall be issued under the signature of the Chairman or Managing Director and such signature may be printed, engraved or lithographed or impressed by such other mechanical process as the Board may direct.

(ii) A signature so printed, engraved, lithographed or otherwise impressed shall be as valid as a signature in the proper handwriting of the signatory himself.

(iii) Depending upon the conditions prevalent in the money market and instructions and guidelines if and as may be prescribed by the State Government and/or Small Industries Bank, the Board may decide from time to time the manner and terms of issue and repayment of Bonds and Debentures by the Corporation, with or without the guarantee of the State Government.

(iv) In the event of the State Government guaranteeing the repayment of such bonds and debentures and payment of interest thereon, such bonds and debentures shall be deemed to be included among the securities enumerated in section 20 of the Indian Trusts Act, 1882 and also to be approved securities for the purpose of the Insurance Act, 1938 and the Banking Regulations Act, 1949.

78. *Notice etc., By whom to be received.*—Notice etc., to be served on the Corporation in connection with the legal proceedings or otherwise may be received on behalf of the Corporation by any officer duly authorized in this behalf in the manner provided under regulation 74.

79. *Accounts.*—The Board shall cause accounts to be kept of the assets and liabilities and receipts and expenditure of the corporation.

80. *Annual Statements of Accounts.*—The Corporation shall prepare the balance sheet as at 31st March of every year and profit and loss account for the year ending on that day in the form enclosed to as at Annexure "C" and Annexure "D" or in the form as may be specified from time to time by State Government, Reserve Bank or Small Industries Bank or the Board in consultation with Small Industries Bank.

81. *Returns.*—The Statements and returns to be furnished under sub-section (1) and sub-section (3) of section 38 shall be in such form as the State government, the Reserve Bank or the Small Industries Bank may require from time to time.

82. *Dividends.*—(i) ~~Dividends declared shall be paid as soon as may be, but ordinarily not later than 42 days after the annual accounts are discussed and adopted at the general meeting.~~

(ii) No interest shall be payable by the Corporation on any dividend.

(iii) Any one of the several persons who are registered as joint holders of any share may give effectual receipts for all dividends in respect of such share.

(iv) A dividend shall be paid by cheque or warrant drawn on the Corporation's bankers at the place where its Head office is situate, and shall be sent to the registered address in India of the shareholder entitled or in the case of joint holders to the registered address in India of the one whose name stands first on the register in respect of the joint holding, and every cheque or warrant so sent shall be made payable to the order of the shareholder to whom it is sent.

(v) The Corporation shall not make payment of a dividend to any person not entitled there-to under the Act or these Regulations but shall retain the same and make payment thereof to the person who next becomes registered in respect of the shares on which such dividend is payable.

(vi) No shareholder shall be entitled to receive payment of any dividend in respect of his shares until all moneys dues or owing by him to the Corporation in respect of such share have been paid.

(vii) Dividend remaining unpaid or unclaimed for a period of three years from the date of declaration shall be transferred to the Special Reserve Fund established under Section 35A (1).

83. *Accrual of Dividend.*—Dividend will accrue and be payable from 1st April, 1967 and no shareholder shall have any right to claim dividend for any period prior to that date.

84. *Allotment of Shares.*—(i) Subject to the provisions of Section 4, the allotment of shares shall be made to shareholders of the Corporation.

(ii) An application for allotment of shares may not be entertained unless an amount of at least 25 per cent of the full value has been paid with the application.

(iii) The Board may make allotment to an applicant for shares either in full or in part, depending on the number of applicants from the class of shareholders to which he belongs. In so far as it is practicable, the Board shall make full allotment in respect of applications upto such number of shares as the Board may decide so that there may be as many shareholders of that class as possible, and the allotment in respect of remaining applications shall be made in part; provided, however, that no allotment shall be made for a number of shares which is less than five, or which is not a multiple of five; and provided further that the number of shares that may be allotted to an applicant, shall in no case exceed such number of shares as may be allocated to the class of shareholders to which he belongs.

(iv) The decision of the Board as to whether, on a particular application for shares, there shall be full, partial or no allotment shall be final.

(v) If a person to whom shares have been allotted fails to pay the balance of the full value of shares due on the shares allotted to him by the date mentioned in the letter of allotment for the payment of the same, the amount paid with the application may be forfeited and the allotment treated as cancelled, and the Board may proceed to dispose of the said shares as if no allotment had been made in respect thereof.

(vi) For the purpose of making the allotment there shall be a Committee of the Board consisting of the Chairman the Managing Director and one other Director who shall be appointed in this behalf by the Chairman. The Committee so constituted shall advise the Board in making allotments of the shares.

85. *Issue and Allotment of Fresh Capital.*—(i) Issue and allotment of fresh capital shall be made in such manner as may be decided by the Board.

(ii) The Board may refuse to allot any shares in the name of any person on any one or more of the following grounds, namely:—

- (a) The allotment of the shares is in contravention of the provisions of the Act or Regulations made thereunder or any other law ;
- (b) The allotment of the shares in the opinion of the Board, is prejudicial to the interests of the Financial Corporation or to the public interest ;
- (c) The allotment of shares is prohibited by an order of a court, tribunal or any other authority under any law for the time being in force.

86. *Investment of funds.*—In the matter of investment of funds of the corporation in any securities or otherwise the Board shall be guided by the guidelines and the prudential norms as may be prescribed by the State Government and/or the Small Industries Bank and as may be adopted by the Board from time to time.

87. *Temporary Investment of Surplus Funds.*—In the matter of investment (whether by way of deposit in the Bank or otherwise) of the amounts which are not for the time being required for the transaction of business, the Board shall be guided by the guidelines and the prudential norms.



SHARES TRANSFERRED

To whom Transferred	Ledg. to which Trans.	Denoting Nos.		No.
		From	To	

BALANCE OF SHARES HELD

Denoting Nos.		No.	Face value	Initial	Remarks
From	To				

ANNEXURE—B.

**HIMACHAL PRADESH  
FINANCIAL CORPORATION**  
No. HPFC/C

**HIMACHAL PRADESH  
FINANCIAL CORPORATION**

Ledger.....

Incorporated under the State Financial Corporations Act, 1951 (LXIII of 1951).

**AUTHORISED CAPITAL** *Denoting numbers*

Rs. 5000,000

Divided into

No. of Shares.....

50,000 SHARES OF RS. 100 EACH (BOTH INCLUSIVE)

**GUARANTEED BY THE HIMACHAL PRADESH GOVERNMENT UNDER SECTION 6 OF THE STATE FINANCIAL CORPORATIONS ACT, 1951.**

Denoting Nos.....

HPFC/C

Name & Address.....

*This is to certify that.....*

*..... is/are the registered holder (s) of..... fully paid up shares in the HIMACHAL PRADESH FINANCIAL CORPORATION, subject to the provisions of the State Financial Corporation Act, 1951 and the Himachal Pradesh Financial Corporation General Regulations made thereunder.*

Date.....

*Given under the Common seal of the said Corporation this.....day of.....200.....*

\_\_\_\_\_  
\_\_\_\_\_) Directors

Rupees.....

COMMON SEAL

} DIRECTORS

Countersigned.....

COUNTERSIGNED.....

Prepared by.....  
 Checked by.....

*Note.*—No transfer of any shares comprised in this certificate will be registered unless accompanied by this certificate.

MEMORANDUM OF TRANSFERS

No. of Transfer ..... Dated ..... 20..... Transferred to..... ..... ..... Ledger..... <div style="text-align: right; margin-right: 50px;">Secretary.</div>	No. of Transfer ..... Dated ..... 20..... Transferred to..... ..... ..... Ledger..... <div style="text-align: right; margin-right: 50px;">Secretary.</div>
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No. of Transfer ..... Dated ..... 20..... Transferred to..... ..... ..... Ledger..... <div style="text-align: right; margin-right: 50px;">Secretary.</div>	No. of Transfer ..... Dated ..... 20..... Transferred to..... ..... ..... Ledger..... <div style="text-align: right; margin-right: 50px;">Secretary.</div>
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ANNEXURE-‘C’

BALANCE SHEET AS AT 31ST MARCH,

Capital and Liabilities	Amount	Total	Previous Year	Property and Assets	Amount	Total	Previous Year
1	2	3	4	5	6	7	8
1. CAPITAL :				1. CASH AND BANK BALANCE :			
Authorised Shares of Rs. 100 each				(a) Cash in hand			
Issued Shares of Rs. 100 each				(b) Balance with Banks u/s 33 (2) of State Financial Corporations Act, 1951			

1	2	3	4	5	6	7	8
	Subscribed and paid-up						
(i)	Shares of Rs. 100 each fully paid up u/s 6 (1) of State Financial Corporations Act, 1951 as amended in State Financial Corporations (Amendment) Act, 2000.			(i)	Reserve Bank of India		
				(ii)	Scheduled Banks in Current Accounts in Short Term Deposits		
				(iii)	State Co-operative Banks in Short Terms Deposits		
(ii)	Shares of Rs. 100 each fully paid up u/s 6 (1) of State Financial Corporations Act, 1951 as amended in State Financial Corporations (Amendment) Act, 2000.			(c)	Postage Stamps in Hand		
				2.	INVESTMENTS :		
					Government Securities		
					(i) Central Government		
					(ii) State Government		
(iii)	Shares of Rs. 100 each fully paid up u/s 6 (1) of State Financial Corporations Act, 1951 as amended in State Financial Corporations (Amendment) Act, 2000.			3.	LOANS AND ADVANCES :		
					(As per Schedule 'A')		
					(i) Direct Loans		
					(ii) Bridge Loans		
					(iii) Soft loan from Special share Capital		
					(iv) Seed Capital		
					Loans under Semfex Scheme		
					(v) National Equity Fund		
					(vi) Deferred Payments		
(iv)	Shares of Rs. 100 each fully paid up u/s 4A of State Financial Corporations Act, 1951 Share Application Money.			4.	DEBENTURES SUBSCRIBED		
				5.	GUARANTEES & UNDERWRITING AGREEMENTS :		
					(i) Guaranteed u/s 25 as per contra		
2.	RESERVE FUND AND OTHER RESERVES :						
(i)	Reserve Fund u/s 35						

1	2	3	4	5	6	7	8
(ii) Reserve for Bad & Doubtful Debts							(ii) Underwriting Agreements u/s 25 as per contra
(iii) Other Reserves							
(a) Special Reserve Fund u/s 36 (i) (viii) of L. T. Act, 1961							6. DEBENTURES, SHARES ETC.
(b) Special Reserve Fund u/s 35A							(i) Acquired under-writing agreement u/s 25 (i) (c) (Un-quoted).
3. BONDS AND DEBENTURES: (Statement No. 6B). (Guaranteed by the State Government u/s 7-Rs.)							
4. FIXED DEPOSIT U/S 8							
TOTAL CARRIED OVER							TOTAL CARRIED OVER
TOTAL BROUGHT OVER							TOTAL BROUGHT OVER
5. BORROWINGS U/S 7							
(i) From IDBI/SIDBI holding for I. D. B.I./ S. I. D. B. I. in trust the securities offered by the Corporation's Constituents against loans advanced to them by the Corporation.							(ii) Acquired u/s 25 (i) (da)
(a) I. D. B. I.							
(b) S. I. D. B. I.							
(ii) From R. B. I. Secured by a Bond issued by the Corporation u/s 7 (2) (b) guaranteed by the State Government.							7. PREMISES, LAND AND BUILDING LEASE HOLD, RESIDENTIAL STAFF FLATS Cost upto last Balance Sheet Additions during the year
6. GUARANTIES & UNDERWRITING AGREEMENTS:							Less : Depreciation written off upto last Balance Sheet Add : For the year
(i) Guaranteed u/s 25 as per contra							8. MOTOR VEHICLE FURNITURE AND FIXTURES ETC. Cost upto last Balance sheet
(ii) Underwriting Agreements u/s 25 as per contra.							

1	2	3	4	5	6	7	8
7.	SUBVENTION PAID BY THE STATE GOVERNMENT ON AC- COUNT OF DIVIDEND (SEC. 6 READ WITH SEC. 35)			Additions during the year			
				<i>Less</i> : Sales/Adjust- ment during the year			
8.	OTHER LIABILITIES :			<i>Less</i> : Depreciation written off upto last Balance Sheet			
	(i) State Government Funds-Scheme for assistance to Educated un-employed			<i>Less</i> : Adjusted during the year			
	(ii) Bills payable Account			<i>Add</i> : For the year			
	(iii) Borrower's Imprest						
	(iv) Staff Provident Fund (Net)			9. DIVIDEND DEFICIT ACCOUNT			
	(v) Un-claimed Dividend			10. OTHER ASSETS :			
	(vi) Amount realised from DICGC			(i) Advance to Staff			
	(vii) Earnest Money Account			(a) House Building			
	(viii) Earnest Money payable to S. I. D. B. I.			(b) Festival			
	(ix) Central Govern- ment Subsidy			(c) Conveyance			
	TOTAL CARRIED OVER			TOTAL CARRIED OVER			
	TOTAL BROUGHT OVER			TOTAL BROUGHT OVER			
	(x) State Government Interest Subsidy Claims			(d) Warm Clothing			
9.	PROVISIONS FOR TAXATION :			(e) Travelling			
	Balance as per last Balance Sheet			(f) General			
	<i>Add</i> : Provided during the year			(ii) Other Advances			
	<i>Less</i> : Adjusted during the year			(iii) Receivable From State Government (Gratuity Account)			
	<i>Less</i> : Advance Tax paid during earlier years			(iv) Interest (Sus- pense) on Loans and Advances recoverable			
				(v) State Government Subsidy			
				(vi) Advance to H. P. Housing Board			





1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

(d) Winter Heating Expenses

(e) Guarantee Fees

(f) Vehicle Running and Maintenance

(g) Staff Training & Recruitment Expenses

(h) Staff Welfare (including Rs. Group Insurance Premium Previous year Rs.)

(i) Meeting Expenses

(j) Fees and Subscription

To Bad Debts Written off

To Loss on Sale of Investments

To Loss on Sale of or Dealing with Other Assets

(a) Loss on sale of Acquired Assets

(b) Loss on sale of Assets

To Interest Tax Paid

To Net Profit Carried to Balance Sheet

(Subject to Taxation & Other Provisions)

**NOTES ON ACCOUNTS AS PER SCHEDULE "B"**

GRAND TOTAL

GRAND TOTAL

PLACE : Managing Director

Director

Annexure to our report of date

for

Date :

Chartered Accounts.

**SCHEDULE SHOWING PARTICULARS OF LOANS AND ADVANCES REFERRED  
TO IN THE BALANCE SHEET AS AT 31ST MARCH, 200**

	This year 1	Previous year 2		This year 3	Previous year 4
<b>I. PARTICULARS OF LOANS AND ADVANCES :</b>			<b>II. CLASSIFICATION OF LOANS &amp; ADVANCES ACCORDING TO THE SIZE OF INDUSTRIAL UNITS :</b>		
(a) Debts considered good in respect of which the Corporation is fully secured.			(i) Debts due from Small Industrial concerns		
(b) Debts previously fully secured but now secured to the extent of Rs. Balance as per Balance Sheet (Principal & Other charges of Rs. debited to parties)	.....	.....	(ii) Debts due from con- cerns other than those included in (i) above	.....	
			Balance as per Balance Sheet	.....	
	.....	.....			
			<b>III. ACCORDING TO THE CONSTITUTION OF THE INDUSTRIAL UNITS :</b>		
(c) Debts due by concerns in which one or more Directors of the Cor- poration are interested as Directors, Partners, Proprietors, Share- holders or Managing Agents or in the case of Private Companies as Members.			(a) Proprietary		
			(b) Partnership		
			(c) Hindu Un-divided Family		
			(d) Co-operative Societies		
			(e) Private Limited Com- panies		
			(f) Public Limited Com- panies	.....	
(d) Total amount of Loans disbursed during the year to concerns in which one or more directors of the Corporation are interested as Director- Partners, Proprietors, Share-holders or Mana- ging Agents or in the case of Private Com- panies as Members.			Balance as per Balance Sheet	.....	



Development Bank of India and with the previous sanction of the Government of Himachal Pradesh has made the following Regulations, namely:—

*Short title.*—These Regulations may be called the Himachal Pradesh Financial Corporation (Voting Rights) Regulations, 2001.

**2. Definition.**—In these Rules company means a body corporate either incorporated under the Companies Act, 1956 or any other law for the time being in force and unless there is anything repugnant in the subject or context, includes the Small Industries Bank, Public Sector Bank, a Co-operative Bank, a Co-operative Society, a Society registered under the Societies Registration Act, 1860 (21 of 1860) and other institutions.

**3. Shareholders entitled to Vote and their Voting Rights.**—(1) Subject to the provisions of Sections 4 F and 10 (e) and Sub-Regulation (2), (at a general meeting), each shareholder who has been registered as a shareholder shall have, on poll, a voting right in proportion to his or its share of the paid up equity capital of the Corporation.

(2) In the case of election of a Director at general meeting, only the shareholders of the class to represent which the Director is to be elected, shall be entitled to vote, and in the case of appointment of the auditor, all the parties mentioned in clause (c) and (e) of sub-section (3) of Section 4 who are shareholders of the Corporation, shall be entitled to vote.

(3) Every shareholder entitled to vote as aforesaid who being an individual is present in person or by proxy or being the State Government or a company is present by a duly authorized representative or by proxy shall have one vote, on show of hands and in the case of poll, shall have voting right, in proportion to his or its share of the paid up equity capital of the Corporation subject to the restrictions as may be prescribed in the Act from time to time.

**4. Voting by Government.**—(1) The State Government may, by an order in writing, authorize any of its officer or a Director of the Corporation to act as its representative at any general meeting of the Corporation and person so authorized shall be entitled to exercise the same powers on behalf of the State Government as if he were an individual shareholder of the Corporation. The authorization so given may be in favour of two or more person as alternate representatives and in that case any one of such persons may act as the duly authorized representative of the Government. The person so authorized shall not be deemed to be a proxy.

(2) A copy of any order made under Sub-Regulation (1) shall be deposited at the Head office of the Corporation before the time fixed for the meeting.

(3) An order made under Sub-Regulation (1) may subsequently be revoked by the State Government by depositing a notice of revocation at the Head office of the Corporation before the time fixed for the meeting, and the due revocation of an order shall, in no way prohibit the issue of another order by the State Government and the deposit of a copy thereof at the Head office of the Corporation within the time specified in Sub-Regulation (2).

**5. Voting by duly Authorized Representatives.**—(1) A shareholder, being a company, may by a resolution of its Board of Directors or other Governing body authorize any of its officials or any other person to act as its representative at any meeting of the Corporation and the person so authorized shall be entitled to exercise the same powers on behalf of the company which he represents, as if he were an individual shareholder of the Corporation. The authorization so given may be in favour of two or more person as alternate representatives and that case any one of such person may act as the duly authorised representative of the Company. A person acting in pursuance of an authorization given under this Sub-Regulation shall not be deemed to be a proxy.

(2) No person may attend or vote at any meeting of the Corporation as a duly authorized representative of a company unless a copy of the resolution appointing him as duly authorized representative certified to be a true copy by the Chairman of the meeting at which it was passed or by an authorized official Director of the company shall have been deposited at the Head office of the Corporation not less than 48 hours before the date fixed for the meeting. An appointment of a duly authorized representative shall, after the deposit of a certified copy of the resolution as aforesaid, be irrevocable for the meeting for which it is made and shall revoke any proxy previously deposited for such meeting by the Company.

(3) No person may be appointed a duly authorized representative or a proxy who is an officer or an employee of the Corporation.

(4) Nothing contained in this Regulation shall apply to the State Government and the State Government may appoint such persons as it thinks fit as provided in Regulation 4 to act as its representative at any general meeting of the Corporation. A person so appointed shall for the purpose of the meeting be deemed to be a shareholder of the Corporation:

5. *Voting by duly authorized representative precludes voting by proxy.*—No shareholder being a company shall vote by proxy so long as a resolution referred to in Regulation 5 authorizing any person to act as its duly authorized representative at any general meeting, shall be in force.

6. *Proxies.*—(1) Any shareholder of the Corporation entitled to attend and vote at a general meeting shall be entitled to appoint another person (whether a shareholder or not) as his proxy to attend and vote instead of himself, but a proxy so appointed shall not have any right to speak at the meeting.

(2) No instrument of the proxy shall be valid unless in the case of an individual shareholder it is signed by him or by his attorney duly authorized in writing, or in the case of joint holders, it is signed by the shareholder first named in the register or his attorney duly authorized in writing or in the case of a company it is executed under its common seal, if any, or signed by its attorney, duly authorized in writing:

Provided that an instrument of proxy shall be sufficiently signed by any shareholder who is, for any reason, unable to write his name, if his thumb impression affixed thereto is attested by a Judge, Magistrate, Registrar or Sub-Registrar of Assurances, Government Gazetted Officer or an officer of a Nationalized Bank or of the Corporation of the rank of Manager and above.

(3) No proxy shall be valid unless it is made out specifically for the purpose of voting at the meeting at which it is to be used.

(4) No proxy shall be valid unless it is duly stamped and unless it, together with the power of attorney or other authority, if any under which it is signed, or a copy of that power or authority certified by a Notary Public or a Magistrate, is deposited with the Head Office of the Corporation not less than 48 hours before the time fixed for the meeting or adjourned meeting or, in the case of poll, not less than 24 hours before the time fixed for the purpose of the poll.

(5) No instrument of proxy shall be valid unless it is in the following form and date:

HIMACHAL PRADESH FINANCIAL CORPORATION

I/We .....of.....being a/the shareholder(s) of the Himachal Pradesh financial Corporation holding Share Nos.....hereby appoint.....of

.....(or failing him.....of.....) as my/our proxy to vote for me/us and on my/our behalf at a meeting of the shareholders of the Corporation to be held at.....on the.....day of.....and at any adjournment thereof.

As witness I/we have affixed my/our hand(s) this.....day of.....200.  
Signed by the said.

(6) An instrument of proxy so deposited shall be irrevocable.

(i) Unless on or before the last day for the deposit of proxies there shall have been deposited at the Head Office of the Corporation a notice in writing under the hand or common seal of the guarantor specifically stating:—

- (a) the name of the person in whose favour the instrument was granted; and  
(b) that such instrument is revoked; or

(ii) Unless the same is deemed to be invalid under any of Sub-Regulations (1 to 4). In the case of an instrument of proxy granted in favour of two or more guarantees in the alternative it shall not be necessary to mention in the notice of revocation the name of the second or alternative guarantee provided that the notice is otherwise sufficient to identify beyond doubt the instrument of proxy which it is intended to revoke.

(7) If two or more instruments of proxy in respect of the same shares shall be deposited and if on or before the last day for deposit of proxies all but one of such instruments of proxy shall not have been duly revoked in accordance with the procedure prescribed in Sub-Regulation (6) all such instruments of proxy shall be deemed invalid.

(8) The due revocation of an instrument of proxy shall in no way prohibit the deposit of another valid instrument of proxy within the time specified in Sub-Regulations (3).

(9) Notwithstanding anything to the contrary in these Regulations, the guarantor of an instrument of proxy which has become irrevocable under this Regulation shall not be entitled to vote in person at the meeting to which such instrument relates.