

## Management of Religious Institutions Policy: Gurjinder Vihar

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References: 1. The Religious Endowment Act 1863 (Copy Att); 2. Peoples Representation Act Part-VIII, Chapter 3 Section 123(3)

**Aim:** The Aim of the Is Policy is to give out distribution of buildings earmarked as religious building in the master plan and lay down policy for management of Religious Institutions within the precincts of Gurjinder Vihar, AWHO Township, Greater Noida.

**General:** The management of these Religious Institutions will rest with RWA, Gurjinder Vihar, AWHO Township, Greater Noida being the common area of all resident owners, no attempt will be made to make it independent of RWA, Gurjinder Vihar, AWHO Township, Greater Noida without the concurrence of 100 % Owner Members of the Society and Approval of the Competent Authority (Refer UP Apartments Act Chapter-III: Rights And Obligation of Apartment Owners Para 5 sub Para 3, 4, 5 and 6).

**Distribution of Religious Building:** Keeping in mind the composition of the residents the distribution of the buildings are as under:-

- (a) Building No-1: Mandir
  - (b) Building No-2: Mandir
  - (c) Building No-3: Gurudwara
- While building No-2 is already being used as a Mandir, handing-over of building No-1 and 3 will be done simultaneously to respective institute committees.

**Management Committees.** The following Management Committees will be made:-

- (a) Religious Institutions Management Committee Gurjinder Vihar
- (b) Mandir Management Committee
- (c) Gurudwara Management Committee

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## ROLES AND RESPONSIBILITIES OF MANAGEMENT COMMITTEE

**Religious Institution Management Committee (RIMC) Gurjinder Vihar.** This committee will comprise of the members of faiths whose religious institution is being established in Gurjinder Vihar, AWHO Township, Greater Noida.

**Appointment.** This committee will be appointed by the General Body for a period of two years out of volunteers asked for. The President, RWA will be the Ex- Officio Chairman of the body and one elected member of the BOM, who is not a POB, shall be nominated as Secretary to the Committee. The Committee will have five nominated volunteer members and will have jurisdiction over all the religious institutions within Gurjinder Vihar, including functioning, funding and organization of Central Religious Functions within Gurjinder Vihar. The tenure of each member of the committee less the elected members will be of two years with a cooling-off period of two years before being re-nominated which will only happen in case there is no other Volunteer alternative available. Following the tenure in the committee, the nominated member/s will not participate in RWA elections for a period of two years.

### Roles and Responsibilities:

- (a) **Ex – Officio Chairman.** As elected member of the Committee, will articulate the views of the residents in the Committee with regards to calendar of functions in the religious institutions and centrally organized functions. He has one vote for financial approval- the power for which will rest with the Committee.
- (b) **Secretary.** The secretary will be elected by all the seven members of the committee. He/she will be responsible for the conduct and documentation of all the religious committee meetings and will also be responsible for calling the meeting of the committee and maintain minutes of the meeting (MoM) as well as convey the resolutions passed by the committee to the residents on day to day basis for the events and functions and to the house for seeking decisions. In addition, the secretary will also maintain a roster of the volunteers for various functions to be organized by the committee and carry one vote for the financial approval.

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(c) **Members.** The nominated members should be the volunteers who believe in the particular faith and nominated by the house in case no volunteers are available, then the house can nominate residents on the recommendations of the BOM, RWA, Gurjinder Vihar. In case, the number of volunteers exceeds the numbers, then the nomination should preferably be done in the sequence of volunteering/ by the draw of lots. They will be part of the decision making of the committee. Each member will carry one vote for any financial approval and will also lead the sub-committees from time to time for organizing and managing the Central functions.

The Religious Committee will act like a Board answerable to the House. All the decisions will be taken through consensus preferably or in the absence- by voting. In case of any differences, the Committee will defer to the decision of the House.

**Religious Institute Committee (RIC).** There will be three religious institute committees for the smooth day to day management of the respective religious institutes and these will be responsible for the running of the respective institute on a daily basis keeping in mind the nuances of the faith and ensuring no sentiments are hurt. They will function with the aid and advice of the Religious Institute Management Committee- in case of any disagreement, the view/s of the Religious Institute Management Committee will prevail. These committees will be made-up of the volunteers nominated by the house with a tenure of one year with a cooling-off period of two years and once a member is nominated- he/she can be re-nominated only after two years, and in case there are no volunteers, the preference in nomination will be given to those of first time volunteers. No member, who has been part of the committee, will participate in RWA elections for a period of two years from the date of termination of the tenure.

**RIC will comprise the following appointments:-**

- (a) Convener
- (b) Treasurer
- (c) Member- Upkeep
- (d) Member- Rituals
- (e) Member- Stores

Each RIC member, other than the Convener and Treasurer can have volunteers to assist them in managing the day to day activities on rotation basis with rotation not for more than 30 days and not to be repeated till the expiry of 12 months for the completion of the rotation. The numbers of volunteers can be increased in the event of a centrally organized function being held under the aegis of RIMC. The roles and responsibilities are as follows:-

- (a) **Convener**. The convener will be responsible for the coordination of day to day activities of the particular religious institute, he/she will function in close coordination with the RIMC for the conduct of events, ensure proper cleanliness of the religious institute and religious institute is not misused for personal or political gains. In addition, he/she will also ensure that all the rituals are performed as per the tenets of the faith and not hurting anyone's religious feeling and maintenance of **Maryada** (dignity) of the religious institute.
- (b) **Treasurer**. He/She will be responsible to maintain an account of the day to day expenditure of the religious institute, act as the custodian of the donation box and ensure its security. He/She will be member of the Board for opening of the Donation-Box. He/she will collect and issue receipts for donations (if any) on behalf of RWA, Gurjinder Vihar, Greater Noida and ensure that the donation and collection from the donation Box is deposited with the Treasurer, RWA, Gurjinder Vihar on the following working day.
- (c) **Member-Upkeep**. He/She will be responsible for ensuring the cleanliness of the precincts of the religious institute in coordination with the Member (Maintenance & Housekeeping, RWA). He/She will be responsible for the proper maintenance of the religious building, coordinate, conduct the events in close coordination with the Convener (other than the rituals of the religious institute, viz; management of devotees, conduct of Bhandara, Langar, etc).
- (d) **Member-Rituals**. He/She will coordinate all the rituals to be performed in the Religious Institute as per the norms of the faith and ensure that no dichotomy occurs on this count. In addition, will be responsible towards the management of the Religious Teacher (RT) and

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his/her conduct and maintain a day to day calendar of the religious events and take measures to inform all the devotees.

(e) **Member-Stores.** He/She will be responsible for all the assets of the Religious Institute, maintain a ledger of all the moveable and immoveable assets and ensure the availability of stores required for the day to day functioning of the religious institute and the rituals being performed.

**In case of Mandir there will be one convener, who will be assisted by two treasurers, two Members-Upkeep, two members-Rituals and two Members-Stores.**

### **Funding**

The Religious institutions will be self-financing and depend upon the offerings of the devotees in the Donation-Box or Recorded-Donation made to the Religious Institute on a receipt to be issued by the Treasurer of the Religious Institute. The donations via receipts will only be **open to the residents of Gurjinder Vihar.** All others can only make the cash donations through the donation-box. The donation box will be opened on the last working day of every month by a board of residents (BOR), detailed by the Secretary, RWA Gurjinder Vihar. The treasurers of respective religious institutes will be the member of the board so detailed. The collections of the donation box will be deposited with the Account Office, RWA, Gurjinder Vihar along with the supporting BOR proceedings, The format for the board proceeding is attached as **Appx-A.** The accounts office RWA, Gurjinder Vihar will open an additional head as ReligiousInstitute Fund and make sub-heads of respective ReligiousInstitutes in their ledger. The funds collected for the temples will be shown in one head and that for Gurudwara in another head as collected.

### **Material Donation**

Any material or asset fixed or expendable can be donated to the respective Religious Institute by the devotees. However, such donations will be made in consultation with Convener of the respective RIC to ensure the utilization and avoid any duplication to extent possible. All such donation/s will be accepted by the Member-Stores of each religious institute and a receipt issued for the

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same preferably mentioning the value of the item. There will be separate Ledgers be maintained both for **Expendable** and **Non-Expendable** items and these ledgers will be in addition to the ledger for the items procured by the religious institute.

### Financial Power

The Financial Powers of various committees are as follows:-

- (a) **Religious Institute Management Committee (RIMC).** An amount of Rs 20000/- at a time not exceeding Rs 60000 in a month.
- (b) **Religious Institute Committee (RIC).** Amount of Rs 1000/- at a time not exceeding Rs 30000 in a month. This amount is only for day to day requirements of the performance of rituals in case item is not held on the ledger charge. The treasurer of the RIC can keep Rs 5000 as Petty-Cash which will be replenished once Rs 1000 cash is left with him on tendering the proper accounts to the Account Office.
- (c) **General Body- Gurjinder Vihar.** Based on the proposal/s of the RIC recommended by RIMC for the amounts beyond the powers of RIC. This will include the transfer of any amounts from One Religious Institute to other religious institute.

### Accounts and Ledgers

Consolidated financial accounts of respective religious institutes will be maintained by Accounts Office, RWA, Gurjinder Vihar and the respective Religious institute will maintain the records of all the receipts and deposits of cash through donations / collected through donation box as well as ledgers for all the expendable and non-expendable assets. Separate ledgers will be maintained for the items received by donation and those procured by the RIC or RIMC. All the accounts will be audited by the auditors. RWA, Gurjinder Vihar will order annual and quarterly stock taking boards (STB) of expendable and non-expendable assets.

### Religious Calendar

- (a) **Annual calendar for Centrally Organised Festivals.** RIMC will centrally make an annual religious calendar of major religious events to be

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conducted by RWA, like Lohri, Holi, Maha-Shivratri, Janmastmi, Durga-Puja, Deepawali, Chhaat, Gurpurab etc.

The volunteers can be asked for the conduct of these annual events in advance and responsibilities assigned accordingly. The funding for these events will be with the contributions of residents and sponsors.

(b) **Monthly Calendar for Religious Event in Religious Institutes.** RIC will make a monthly calendar of the rituals in the religious institute to be published by 25<sup>th</sup> of the preceding month for the information of all the devotees.

(c) **Sponsored Events at Religious Institute.** RIC will also maintain a centrally calendar of the sponsored events by the devotees. The committee must ensure that there are no conflicts and are events are allocated on the first come first serve basis by physical entry basis on a day-wise in an yearly log book. No sponsored activity- which involves people from the outside/non-residents will be permitted unless prior approval of the RIMC obtained. All such events will be routed through the Convener of the respective RIC along with details of the participants. The activities like **Prabhat-Pheri** or **Kalash-Yatra** etc within the premises of Gurjinder Vihar will only be undertaken on recommendation of RIMC and duly approved by RWA, Gurjinder Vihar.

### **Maintenance & Housekeeping**

These services will be provided hither to fore as provided to all the central institution by the RWA. **Member-Upkeep** of the respective RIC will be responsible for maintenance of all the assets of the institute and will coordinate it with the RWA. The electricity and maintenance bills will be paid from the respective Institute fund available with the RWA. It will be the responsibility of Member-Upkeep to ensure that the prepaid meters are always charged.

### **Religious Teacher (RT)**

RT particular to the faith will be engaged by the respective Religious Institute with the concurrence of the RIMC with intimation to RWA. RT will be engaged on an

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honorarium only and not on a contract or permanent basis. The RT will act as per charter of duties duly approved by RIMC.

### Changes and Modifications

The tenets of the faith may necessitate certain changes to the building/s in which they are instituted; however the changes will only be executed after due concurrence of the house and approval of the competent authority.

### Do and Don'ts

It will be the responsibility of all residents to maintain sanctity of the religious institute.

The Religious institute will not be utilized for any other purpose other than its religious nature.

The Religious institute will not be used for any propaganda religious or political at any time any Violations on this count will be subjected to the law of the land.

[(3) The appeal by a candidate or his agent or by any other person with the consent of a candidate or his election agent to vote or refrain from voting for any person on the ground of his religion, race, caste, community or language or the use of, or appeal to religious symbols or the use of, or appeal to, national symbols, such as the national flag or the national emblem, for the furtherance of the prospects of the election of that candidate or for prejudicially affecting the election of any candidate: 2 [Provided that no symbol allotted under this Act to a candidate shall be deemed to be a religious symbol or a national symbol for the purposes of this clause.] (3A) The promotion of, or attempt to promote, feelings of enmity or hatred between different classes of the citizens of India on grounds of religion, race, caste, community, or language, by a candidate or his agent or any other person with the consent of a candidate or his election agent for the furtherance of the prospects of the election of that candidate or for prejudicially affecting the election of any candidate.]

It will be the responsibility of the Religious Institute Committee to maintain the sanctity of the Religious Institute.

Under no circumstances the Maryada of these religious institutes be violated by improper dressing or conduct not expected within the premises of the Religious Institute.

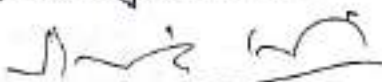
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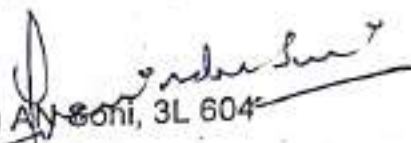


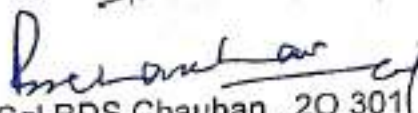
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No external loudspeakers will be permitted atop any religious institute , in case a requirement of placing of loudspeaker arises necessary approval will be taken by the Religious Institute Committee from competent authority and ensure that there are no violations of the prescribed noise level .

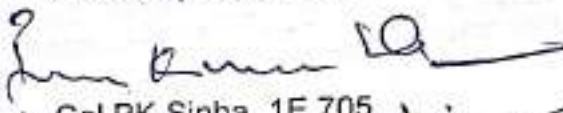
Presiding Officer :  Maj Gen Gurdip Singh, 2Y 504

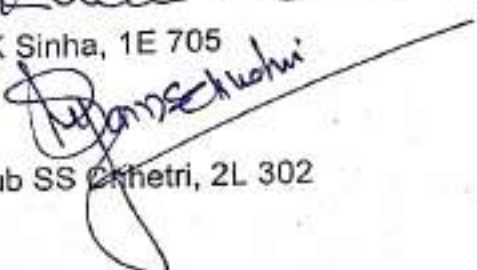
Members :  Maj Gen Amrik Singh, 4B 801

:  Col (Dr) AN Soni, 3L 604

:  Col RDS Chauhan , 2O 301

:  Col SC Kharbanda, 3T 707

:  Col PK Sinha, 1E 705

:  Nb Sub SS Chhetri, 2L 302

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Appx A

Board of Residents for Opening of Donation Box of

The board comprised of the following

as convened vide RWA, Gurjinder Vihar , Greater Noida letter No \_\_\_\_\_ dated \_\_\_\_\_ assembled to open the donation box located at \_\_\_\_\_.

The Board proceeded to check the donation box on \_\_\_\_\_ at \_\_\_\_\_ AM/PM and found it sealed and locked / unlocked (Seal not found intact will be considered as lock unlocked). The board proceeded to open the donation box and found the following

- (a) Rs 500 : \_\_\_\_\_
- (b) Rs200 : \_\_\_\_\_
- (c) Rs 100 : \_\_\_\_\_
- (d) Rs 50 : \_\_\_\_\_
- (e) RS 20 : \_\_\_\_\_
- (f) Rs 10 : \_\_\_\_\_
- (g) Coins Total : \_\_\_\_\_
- (h) Other Items :

A sum of total Rs \_\_\_\_\_ ( \_\_\_\_\_ in words \_\_\_\_\_ ) was found in the donation box and handed over to treasurers of \_\_\_\_\_ for depositing with the Accounts Office , RWA , Gurjinder Vihar , Greater Noida .

The following additional items were found, \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( Signatures )

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Appx B

RECIPT

Mandir -1/ Mandir 2/Gurudwara

Received with thanks from \_\_\_\_\_ Owner/Tenant of  
\_\_\_\_\_ a Sum of /Article / Expendable Stores \_\_\_\_\_ for  
\_\_\_\_\_ on / / .

\_\_\_\_\_

(Treasurer)

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## QUERIES

**Q1.** The model of GVI management should be adopted for religious institute.

**Ans.** GVI is a commercial establishment. Making it a trust without concurrence of all owner of the society is not legally tenable and incase it is challenged loose its character of a trust. The elections are being held over their as per MoM of GVI being mandatory.

**Q2.** Applicability of Endowment act?

**Ans.** Endowment Act is a statutory provision of G o I applicable within the limits of the country being mandatory. As no terms of reference were given by the RWA it was used for giving guidance for formulating the policy. The Organizational structure as suggested has been guided by the terms and proviso's of the Endowment act.

**Q3.** Distribute one of the building as Yoga center / meditation center/ Wedding point?

**Ans.** The Committee is not competent to change the character of the building as given in master plan. In case it is felt as necessity the concurrence of all owners is taken and approval of competent authority sought.

**Q4.** Management on lines of GVI.

**Ans.** Not applicable, refer to Answer 1

**Q5.** Let seven members decide who will be Secretary.

**Ans.** Incorporated

**Q6.** Consider drawing of lots.

**Ans.** Incorporated.

**Q7.** Anyone who volunteers should believe in the faith.

**Ans.** Incorporated.

**Q8.** Cooling Period to be changed.

**Ans.** Cooling period has been incorporated for two reasons, firstly to ensure maximum participation and second not misuse the religious place for political aspirations.

**Q9.** Single committee for Temple.

**Ans.** Incorporated with modified organization.

**Q10.** No Requirement to umbrella body

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Ans. It is a must for oversight of the religious institution being run in the society, no change recommended

Presiding Officer : Maj Gen Gurdip Singh, 2Y 504

Members : Maj Gen Amrik Singh, 4B 801

: Col (Dr) APL Soni, 3L 604

: Col RDS Chauhan, 2O 301

: Col SC Kharbanda, 3T 707

: Col PK Sinha, 1E 705

: Nb Sub SS Ghnetri, 2L 302