

To
The Centre Leaders

Dated 1st July 2015

Divine Self!

Hari Om! Pranam!!

In response to our earlier letter dated 28th April 2015, regarding starting of Prajnana Mission Centres, with a request to provide feedback for formulating guidelines for running the centres, we received few suggestions . Centres like Ongole, Durg have gone a step forward and sent the list of committee members.

We are presenting herewith the final draft of the guidelines after considering the suggestions received. However, in view of the Centre Leaders meeting on 30th July, the guidelines will be placed in the meeting. Any comments and correction to the above draft will be duly considered.

With Regards

(Swami Achalananda Giri)
Secretary

GUIDELINES FOR THE PRAJNANA MISSION CENTRES

- 1. NAME** : The name of the centre shall be Prajnana Mission suffixed with the name of the place. For example, Prajnana Mission, Bhopal; Prajnana Mission, Bhubaneswar etc.
- 2. ADDRESS** : All official communication and correspondence shall be made on the address mentioned. The address should include the name of the Chief Functionary/ Correspondent with telephone number and e-mail ID along with the postal address.
- 3. INTEGRATION** : The centre should function independently, but should act in integration with the objective of Prajnana Mission, the parent organisation, respecting the guidelines prescribed hereunder.
- 4. JURISDICTION** : Its jurisdiction shall be in the city mentioned under the NAME and the peripheral villages situated at a distance not more than 20 km. If there is more than one centre in a particular city, the name and jurisdiction may be appropriately finalised in consultation with Prajnana Mission.
- 5. AIMS & OBJECTIVES** : The following are the aims and objectives of the centre.
 - a. To help the individual members to maintain regularity and increase the intensity of his/her practice of Kriya Yoga thereby inspiring them to work for the propagation of Kriya Yoga among the general masses of their locality.
 - b. To promote practice of Kriya Yoga Meditation as taught by Sri Gurudev, Baba Paramahansa Hariharanandaji and Sri Guruji, Baba Paramahansa Prajnananandaji or the acharyas authorised by them.
 - c. To organise public meetings, camps, conference, sadhana shivir etc. under the guidance of the Mission, and with the help of acharyas and monastic disciples of the Mission to impart practical lessons on Kriya Yoga.
 - d. To sell the publications of the Prajnana Mission and Prajna Publications as a part of spreading of the teachings of the lineage of Masters and the science of Kriya Yoga.

- e. To support and sustain the programmes and activities of Prajnana Mission at its various ashrams especially at Hariharananda Gurukulam such as Kriya Initiation Programmes, Sadhana Shivar, Geeta Jnana Yajna , Foundation Day Celebrations, Guru Poornima, Celebrations of Jayanti and Punyatithi of the lineage of Masters, publications and other charitable activities undertaken by the Mission namely Hariharananda Balashram, Hariharananda Charitable Health Centres, Relief Works etc. at various places and any such activities as may be taken up by the Mission from time to time.
- f. To establish and manage meditation centres as a means to promote the science of Kriya Yoga.
- g. To receive donations from public and institutions to manage the activities of the centre.

6. GENERAL BODY : The General Body shall be the body comprised of all the Kriyavans of the centre who has been initiated by Sri Gurudev, Baba Paramahansa Hariharanandaji or Sri Guruji, Baba Paramahansa Prajnananandaji or the acharyas authorized by them.. This shall be the apex body and shall meet at least once annually.

7. MEMBERS : All the disciples initiated by Sri Gurudev Baba Paramahansa Hariharanandaji and Sri Guruji Baba Paramahansa Prajnananandaji, or the acharyas authorized by them and are living in the jurisdiction of the centre are eligible to be the members of the centre.

8. DUTIES OF THE MEMBERS : The following are the duties of the members.

- a. To follow and practice Kriya Yoga as imparted and propounded by Sri Gurudev and Sri Guruji.
- b. To regularly attend group meditations organised by the centre.
- c. To extend necessary help and cooperation for the spreading of the kriya yoga as may be deemed from time to time.

- d. To participate in the celebrations, observations, kriya programmes and activities organised by Prajnana Mission and the local centre.
- e. To support and sustain the programme and activities of the local centre as well as that of Prajnana Mission.

9. CENTRE COMMITTEE (CC) :

There shall be a Centre Committee (CC) of the centre comprising of the following office bearers to manage the centre.

- i. President
- ii. Vice-President
- iii. Secretary
- iv. Jt. Secretary
- v. Treasurer

In addition to the above, one monk of Prajnana Mission as appointed by the Executive Committee (EC) of the Mission, who shall act as an **Ex-officio** member.

The total number of members in CC shall not exceed nine.

All the members of the CC should be selected from the disciples who constitute a member of the general body of the centre during its annual meeting, which should be held at least once in a year. The proceedings of the General Body including election of the Centre Committee members of the centre shall be adopted subject to the approval of the Executive Committee of Prajnana Mission.

The meeting of the CC shall be held normally once in a month or at least once every quarter and necessarily well before organizing a local non-routine event. The President shall preside over the meeting and in his absence the Vice-President shall preside over the meeting. The Secretary shall implement all the decisions of the CC and shall be in charge of all the records of the centre. The Joint Secretary shall assist the Secretary in discharging his duties while the Treasurer shall be in charge of the funds and shall be responsible for the following functions - preparation of budget,

maintenance of the books of accounts, oversight of financial transactions and reports to the CC about the financial position.

10. TERM OF THE COMMITTEE :

The CC shall hold office for a period of one year. The new committee shall be formed during the annual meeting of the centre. The office bearer notwithstanding of the expiration of its term shall continue to hold office and discharge the duties until its successors takes over the charge.

8. FINANCE & ACCOUNTS

- A. Centre shall raise fund for its management and run various programmes and activities from
 - a. Subscription from members
 - b. Donation & gifts by way of collection from benefactors and institutions
 - c. From any other source as decided by the CC with approval from the Secretary, Prajnana Mission.
- B. All incomes of the centre shall be utilized towards promotion of its aims and objectives.
- C. All money received as donation or otherwise shall be deposited in the bank account, opened in the name of the centre. (as under NAME)
- D. The bank account shall be opened jointly by the President, Secretary & Treasurer.
- E. The centre shall maintain proper accounts of the receipt and payment made against the expenses. A copy of the receipt and payment account along with the internal audit (audit done by members other than CC members) report shall be sent to Prajnana Mission on or before 31st of May of the succeeding accounting year.

9. REPORTING : The centre shall send a quarterly report of the activities of the centre in a prescribed format to the Secretary, Prajnana Mission.

RESOLUTION

Dt.

Place :

In this day the disciples of(name of the city) were assembled at(venue) for the discussion about formation of Prajnana Mission Chapter as per the guidelines received from the head office of Prajnana Mission at Jagatpur, Cuttack.. All the members present in the meeting agreed to this proposal and decided to form Prajnana Mission,(name of the city) Chapter. The following members were selected as the members of the Chapter Committee.

| Sl. No | Name | Designation | Occupation | Address with e-mail ID | Signature |
|--------|--------------------|-------------------|------------|------------------------|-----------|
| 1 | | President | | | |
| 2 | | Vice-President | | | |
| 3 | | Secretary | | | |
| 4 | | Jt. Secretary | | | |
| 5 | | Tresurer | | | |
| 6 | | Member | | | |
| 7 | | Member | | | |
| 8 | | Member | | | |
| 9 | (Name of the Monk) | Ex-officio Member | | | |

Disciples present in the meeting

| Sl. No. | Name | Address | Signature |
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