

MEMORANDUM OF ASSOCIATION

(Registration under Societies Registration Act XXI of 1860)

(Amended)

1. Name of the Organization :

GREEN LEAF FOUNDATION, GOSSAIGAON

2. The office of the organization is situated in the province/State:

VILL - BHOMRABIL NO-1
PO - GOLADANGI,
PS - GOSSAIGAON
DIST - KOKRAJHAR, BTC, ASSAM
PIN - 783361

3. Objectives for which the society is established :

EDUCATION

ENVIRONMENT & FOREST

AGRICULTURE

LIVELIHOODS

RURAL DEVELOPMENT & POVERTY ALLEVIATION

HEATH & SANITATION

WOMEN & CHILD WELFARE

ANIMAL HUSBANDRY, DAIRYING & FISHERIES

CULTURE, LITERATURE, AND HERITAGE

YOUTH DEVELOPMENT AND SPORTS

LEGAL AWARENESS & AID

DISASTER MANAGEMENT

HUMAN RIGHTS

MINORITY WELFARE AND INCLUSION

ADIVASI AND TRIBAL AFFAIRS

TECHNOLOGY, INNOVATION AND DIGITAL INCLUSION

Abu Tahere Bhuyan

**Secretary
Green Leaf Foundation
Gossaigaon**

Mirza Nur Rahman Page 1 of 12
**President
Green Leaf Foundation
Gossaigaon**

4. Name, Address and Designation of Present members of the executive committee of the governing body are:

Sl No.	Photo	Name	Address and Occupation of the present Executive Committee	Designation
1.		MIZANUR RAHMAN	Vill - Bhomrabil No 1 PO - Goladangi Dist - Kokrajhar, Assam PIN - 783361 Occupation- Social Worker	President
2.		NAZRUL ISLAM PRAMANIK	Vill - Oxiguri PO - Gossaigaon Dist - Kokrajhar, Assam, PIN - 783360 Occupation- Social Worker	Vice President
3.		ABU TAHER BHUYAN	Vill - Bajugaon No.2 PO - Maktaigaon, Dist - Kokrajhar, Assam, PIN - 783360 Occupation- Social Worker	Secretary
4.		HASSINA KHATUN	Vill - Padmabil PO - Gossaigaon Dist - Kokrajhar, Assam PIN - 783360 Occupation- Social Worker	Secretary (Organization)
5.		SOBIAL ALI	Vill - Shimultapu No 3 PO - Shimultapu, Dist - Kokrajhar, Assam PIN - 783361 Occupation- Social Worker	Assistant Secretary
6.		REJAUL KARIM SHEIKH	Vill.- Bhomrabil No 1 PO - Goladangi Dist - Kokrajhar, Assam PIN - 783361 Occupation- Social Worker	Treasurer
7.		AGAPE MURMU	Vill - Bhairiguri PO - Haraputa, Dist - Kokrajhar, BTC, Assam, PIN - 783361 Occupation- Social Worker	Executive Member
8.		RASHIDUL ISLAM	Vill - Palshguri No.2 PO - Sapkata Dist - Kokrajhar, Assam, PIN - 783360 Occupation- Social Worker	Executive Member

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Mizanur Rahman Page 2 of 12

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5. We, the undersigned of forming of N.G.O. in the pursuance of the membership to Association

Signature in full	Address and Occupation	Designation	Signature with Name, Designation and seal of the witness
Mizamur Rahman	Vill - Bhomrabil No 1 PO - Goladangi Dist - Kokrajhar, Assam PIN - 783361 Occupation- Social Worker	President	
Nazrul Islam Pramanik	Vill - Oxiguri PO - Gossaigaon Dist - Kokrajhar, Assam, PIN - 783360 Occupation- Social Worker	Vice President	
Abu Tahere Bhuyan	Vill - Bajugaon No.2 PO - Maktaigaon, Dist - Kokrajhar, Assam, PIN - 783360 Occupation- Social Worker	Secretary	
Hassina Khatun	Vill - Padmabil PO - Gossaigaon Dist - Kokrajhar, Assam PIN - 783360 Occupation- Social Worker	Secretary (Organization)	
Sobial Ali	Vill - Shimultapu No 3 PO - Shimultapu, Dist - Kokrajhar, Assam PIN - 783361 Occupation- Social Worker	Assistant Secretary	
Rezaul Karim Sheikh	Vill - Bhomrabil No 1 PO - Goladangi Dist - Kokrajhar, Assam PIN - 783361 Occupation- Social Worker	Treasurer	
Aysha Mummy	Vill - Bhairiguri PO - Haraputa, Dist - Kokrajhar, BTC, Assam, PIN - 783361 Occupation- Social Worker	Executive Member	
Rashidul Islam	Vill - Palshguri No.2 PO - Sapkata Dist - Kokrajhar, Assam, PIN - 783360 Occupation- Social Worker	Executive Member	

Principal
Shalbagar Commerce Senior Secondary Behn
Gossaigaon

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Mizamur Rahman Page 3 of 12

President
Green Leaf Foundation
Gossaigaon

RULES AND REGULATION OF THE ORGANIZATION

1. Name Of The Society:

GREEN LEAF FOUNDATION, GOSSAIGAON

2. The office of the organization is situated in the province/State:

VILL - BHOMRABIL NO-1
PO - GOLADANGI
PS - GOSSAIGAON
DIST - KOKRAJHAR, BTC, ASSAM
PIN - 783361

3. **Area of Operation** : All states of India, primarily Assam
Date of Establishment : 09/06/2021

4. The objects for which the society is established are:

4.1 EDUCATION:

- a. To promote universal access to quality education for children, youth, and adults.
- b. To support non-formal education, adult literacy, and digital literacy programs.
- c. To run educational institutions, tuition centers, scholarship drives, and learning camps.
- d. To encourage inclusive education among marginalized and backward communities.
- e. To support girl child education and gender equality in learning environments.
- f. To train teachers and build capacity in the educational sector.
- g. To develop and distribute educational materials and e-learning content.
- h. To facilitate career counselling, vocational training, and skill development.
- i. To promote mother tongue-based multilingual education, especially for tribal languages.
- j. To collaborate with schools, colleges, and academic bodies for educational reform.

4.2 ENVIRONMENT AND FOREST:

- a. To protect, conserve, and regenerate forests, biodiversity, and wildlife.
- b. To organize plantation drives and promote eco-friendly practices.
- c. To address climate change through education, action, and adaptation programs.
- d. To spread awareness about sustainable living, clean energy, and water conservation.
- e. To work on solid waste management and anti-plastic campaigns.
- f. To promote traditional environmental knowledge and indigenous conservation.
- g. To encourage afforestation and agroforestry practices.
- h. To promote environmental education in schools and communities.
- i. To collaborate with Forest Department and environmental agencies.
- j. To monitor and act on environmental violations and ecological threats.

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4.3 AGRICULTURE:

- a. To promote sustainable, organic, and natural farming practices.
- b. To encourage climate-smart agriculture for resilience against floods, droughts, pests, and climate risks.
- c. To conserve and promote indigenous and traditional crop varieties suited to local conditions.
- d. To establish and support community-based seed banks for quality seed availability.
- e. To strengthen farmers' knowledge and skills through training and field-based learning.
- f. To promote efficient water management and improved irrigation practices.
- g. To reduce post-harvest losses through improved harvesting, storage, and handling methods.
- h. To promote integrated farming systems for improved farm resilience and income stability.
- i. To facilitate farmers' access to agricultural extension, research, and government services.
- j. To promote environmentally responsible farming with reduced chemical inputs and eco-friendly practices.

4.4 LIVELIHOODS

- a. To promote sustainable and diversified livelihood opportunities for rural and marginalized communities.
- b. To enhance household incomes through income-generating and self-employment activities.
- c. To support skill development and vocational training aligned with local market demand.
- d. To encourage women and youth participation in livelihood and enterprise development.
- e. To facilitate formation and strengthening of Self-Help Groups, producer groups, and cooperatives.
- f. To promote micro-enterprises and small businesses at the community level.
- g. To support access to credit, financial services, and livelihood-linked government schemes.
- h. To strengthen market linkages for livelihood products and services.
- i. To promote value addition and local resource-based livelihood activities.
- j. To encourage resilient and sustainable livelihood systems for long-term economic security.

4.5 RURAL DEVELOPMENT & POVERTY ALLEVIATION:

- a. To work on rural and urban development projects with a people-centric approach.
- b. To ensure the inclusion of vulnerable groups – minorities, SC/ST/OBC, elderly.
- c. To work on poverty alleviation, food distribution, and housing support.
- d. To support disaster relief, emergency response, and rehabilitation.
- e. To provide community infrastructure – libraries, toilets, roads, drinking water.
- f. To promote financial literacy and awareness of government schemes.
- g. To assist in social security schemes like pensions, insurance, etc.
- h. To document community issues and advocate for development rights.
- i. To build community-based organizations and federations for empowerment.
- j. To work with Developmental government offices, PRIs/VCDCs and local governance structures

4.6 HEALTH AND SANITATION:

- a. To conduct health camps, awareness drives, and first-aid training.
- b. To address maternal and child health, nutrition, and immunization awareness.
- c. To promote menstrual hygiene management and sanitary product access.
- d. To support government health programs and community-based healthcare.
- e. To provide support for differently-abled persons and mental health initiatives.
- f. To advocate for access to clean drinking water and basic sanitation.
- g. To run awareness programs on communicable and non-communicable diseases.
- h. To collaborate with health professionals, ASHA workers, and health centers.

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- i. To distribute health kits and facilitate emergency health support.
- j. To raise awareness on substance abuse, HIV/AIDS, and lifestyle diseases.

4.7 WOMEN AND CHILD WELFARE:

- a. To work towards women empowerment and gender equality.
- b. To provide support to widows, single mothers, and victims of abuse.
- c. To address child rights, protection from exploitation, and education.
- d. To provide counselling, legal aid, and shelter support when needed.
- e. To conduct life skills training, leadership, and income generation programs.
- f. To promote menstrual hygiene and reproductive health.
- g. To ensure equal participation of women in community leadership.
- h. To conduct awareness campaigns on domestic violence and POCSO Act.
- i. To promote girl child safety and empowerment from early age.
- j. To work with ICDS, Childline, and Women Welfare Departments.

4.8 ANIMAL HUSBANDRY, DAIRYING & FISHERIES

- a. To promote scientific livestock management practices for improved productivity and animal welfare.
- b. To support dairy, goatery, poultry, and other allied animal and bird rearing as sustainable livelihoods.
- c. To organize animal health camps, vaccination drives, and deworming programs in rural areas.
- d. To provide training and awareness on livestock breeding, feeding, housing, and disease prevention.
- e. To encourage indigenous and climate-resilient breeds suitable for the local agro-climatic conditions.
- f. To empower rural women and youth through livestock-based micro-enterprises and self-help groups.
- g. To facilitate access to veterinary care, mobile clinics, and first aid support in remote villages.
- h. To develop fodder banks, water facilities, and shelter infrastructure for animal wellbeing.
- i. To promote integration of livestock farming with agriculture, fishery, and organic manure production.
- j. To promote sustainable, eco-friendly aquaculture practices in rural and semi-urban areas.
- k. To organize training, awareness, and capacity-building programs for fish farmers, youth, and women.
- l. To generate rural livelihood through fishery-based micro-enterprises and cooperative ventures.
- m. To ensure availability of quality fish seed, feed, and healthcare support to local fish farmers.
- n. To collaborate with government departments and research institutions for capacity building, scheme implementation, and innovation in veterinary and fishery departments.

4.9 CULTURE, LITERATURE, AND HERITAGE:

- a. To promote regional languages, traditional arts, and literary practices.
- b. To conduct language learning camps, cultural festivals, and storytelling events.
- c. To document and preserve local history, folk culture, and oral traditions.
- d. To support young writers, poets, performers, and artisans.
- e. To build museums, archives, or cultural centers as resources.
- f. To promote communal harmony through cultural integration.
- g. To collaborate with literary organizations and art academies.
- h. To support publications of research, books, and local folklore.

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- i. To host competitions, workshops, and cultural exhibitions.
- j. To advocate for protection of intangible cultural heritage.

4.10 YOUTH DEVELOPMENT AND SPORTS:

- a. To promote sports, physical fitness, and healthy lifestyles among youth.
- b. To organize sports tournaments, coaching camps, and community sports initiatives.
- c. To promote leadership, skill development, and volunteerism among youth.
- d. To provide career guidance, entrepreneurship support, and mentorship programmes.
- e. To engage youth in community development through clubs, and social action initiatives.
- f. To collaborate with schools, colleges, and institutions to promote sports and discipline.
- g. To promote traditional games, indigenous sports, and recreational activities.
- h. To conduct personality development, life skills, and soft skills training programmes.
- i. To encourage youth exchanges, fellowships, leadership camps, and innovation platforms.
- j. To establish youth resource centres, sports facilities, and recreational spaces for youth engagement.

4.11 LEGAL AWARENESS & AID

- a. To promote awareness of legal rights and constitutional provisions among citizens.
- b. To provide free legal aid to marginalized and economically weaker sections.
- c. To facilitate access to legal services through DLSA, lawyers, and paralegal volunteers.
- d. To support victims of domestic violence, child abuse, trafficking, and other crimes.
- e. To raise awareness on women's rights, child protection, and rights of SC/ST/OBC, minorities, and persons with disabilities.
- f. To educate citizens on land rights, labour rights, consumer laws, RTI, and civic entitlements.
- g. To conduct legal literacy camps, awareness drives, and workshops.
- h. To support formation of legal awareness clubs among youth and women.
- i. To intervene in cases of unlawful detention, exploitation, or denial of legal rights.
- j. To promote mediation and Lok Adalats for peaceful dispute resolution.
- k. To assist in documentation of legal grievances and representation before authorities.
- l. To create awareness on cyber laws, digital rights, and protection from online abuse.
- m. To advocate for stronger legal safeguards and access to justice at grassroots level.
- n. To promote legal empowerment for social justice and equitable development.

4.12 DISASTER MANAGEMENT

- a. To build community-based disaster preparedness and response systems in vulnerable areas.
- b. To organize training and capacity-building programs on disaster risk reduction, and first aid.
- c. To promote awareness on natural disasters including floods, earthquakes, fire, and industrial hazards.
- d. To conduct mock drills, and emergency response planning with community participation.
- e. To support emergency relief operations like distribution of food, water, medicine, and shelter materials.
- f. To collaborate with district and state disaster management authorities for coordinated action.
- g. To provide psychosocial support and trauma care to disaster-affected children and women.
- h. To promote resilient infrastructure and climate-adaptive practices in disaster-prone areas.
- i. To assist in post-disaster rehabilitation, reconstruction, and livelihood restoration of affected communities.
- j. To develop and disseminate IEC (Info., Education, Communication) materials on disaster preparedness.
- k. To facilitate formation of village-level disaster response teams and youth task forces.

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- l. To ensure special care of persons with disabilities, elderly and other vulnerable groups during disasters.
- m. To integrate disaster risk reduction measures in all development planning and programs.
- n. To advocate for stronger disaster policies, funding, and local resilience mechanisms through evidence-based research.

4.13 HUMAN RIGHTS

- a. To promote awareness of fundamental rights and duties enshrined in the Constitution of India.
- b. To work for protect and promote of civil, political, economic, social, and cultural rights of all.
- c. To raise awareness against all forms of discrimination, exploitation, abuse, and violence.
- d. To support victims of human rights violations through legal aid, counseling, and rehabilitation.
- e. To empower marginalized communities – including women, children, minorities, SC/ST/OBC, and persons with disabilities – to assert their rights.
- f. To conduct workshops, seminars, and campaigns on human rights in schools, colleges and communities.
- g. To collaborate with the Human Rights Commissions and other statutory bodies.
- h. To document cases of rights violations and advocate for justice and accountability.
- i. To promote child rights, women's rights, and rights of indigenous and tribal communities.
- j. To encourage formation of human rights clubs, community watchdog groups, and forums.
- k. To support refugees, internally displaced persons, and victims of trafficking and labor.
- l. To intervene in cases of custodial violence, forced eviction, and denial of basic entitlements.
- m. To promote digital rights, data privacy, and freedom of expression in the digital era.
- n. To advocate for inclusive development policies based on equity, dignity, and social justice.

4.14 MINORITY WELFARE AND INCLUSION:

- a. To promote the social, educational, and economic upliftment of religious and linguistic minority communities.
- b. To implement awareness programs on constitutional rights and safeguards for minorities.
- c. To support minority students through scholarships, coaching, and career guidance.
- d. To conduct awareness on government schemes and welfare programs meant for minorities.
- e. To facilitate skill development, self-employment training, and entrepreneurship To promote communal harmony, secular values, and cultural integration among communities.
- f. To work against discrimination, exclusion, and hate speech targeting minority groups.
- g. To support minority women through special programs on education, livelihood, and leadership.
- h. To collaborate with Minority Welfare Boards, educational institutions, and civil society for inclusive development.

4.15 ADIVASI AND TRIBAL AFFAIRS

- a. Tribal (Scheduled Tribe) communities.
- b. To preserve and promote adivasi and tribal culture, customs, festivals, folklore, music, and traditional lifestyle.
- c. To advocate for proper implementation of ST reservations in education, jobs, and politics.
- d. To support Adivasi and tribal youth with access to education, skill training, and higher studies.
- e. To ensure proper implementation of Forest Rights Act (FRA), Panchayats (Extension to Scheduled Areas) Act (PESA), and other tribal welfare policies.
- f. To assist Adivasi families in securing land rights, habitation certificates
- g. To raise awareness against displacement bonded labour, trafficking, and exploitation of Adivasi and other tribals.

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- h. To raise awareness and educate the Adivasi community against superstitions and harmful traditional beliefs.
- i. To promote Adivasi and tribal women's leadership and participation in community development.
- j. To provide platforms for Adivasi and tribal voices in policy advocacy, media, and civic representation.
- k. To collaborate with tribal welfare departments, Bodoland Territorial Council, Kamatapur Autonomous Council, Adivasi Welfare and Development Council, and Adivasi leaders for holistic development.

4.16 TECHNOLOGY, INNOVATION AND DIGITAL INCLUSION:

- a. To promote digital literacy and responsible technology use in all communities.
- b. To establish digital learning centers for primary digital learning and tele-education platforms.
- c. To introduce rural and semi-urban youths to coding, robotics, AI skills and basic IT skills.
- d. To bridge the digital divide in underdeveloped areas including tribal and minorities.
- e. To promote use of technology for sustainable development in all sectors.
- f. To support digital entrepreneurship, start-ups and align with Ministry of SDE.
- g. To engage youth in innovation for community solutions.
- h. To advocate for access to affordable internet and smart infrastructure.
- i. To partner with Ministry of Skill Dev. and Entrepreneurship for technology transfer and training.
- j. To implement e-governance awareness and online grievance redress systems.

5. MEMBERSHIP –

A. Qualification to become Members-

The membership of the society will be given to any Indian citizen who:

- a) He/she has attained the age of eighteen years.
- b) Promises to abide by the rules and bye-laws and all the decisions taken by the association in respect of the amendments of the rules and bye –laws.
- c) Subscribed in writing to carry out to the best of his/her capacity the objects of the association.

B. Subscription, Donation etc:-

All the members are liable to subscribe lump-sum amount as membership fees/ subscription or donation may also be liable to subscribe towards the society so fixed by general meeting time to time.

C. Collection of fund:-

The fund of the society will be collected from membership subscription/ fees, donation from members/well wishers, grants from any Govt. organization and from its own resources, if any.

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D. Control of fund:-

A bank account will be opened in the name of the society in a Any Indian Bank or Post office, which shall be operated jointly by President & Secretary of the Society.

6. PROCEDURE OF THE GENERAL MEETING:

- a) The General Body Meeting of the society will sit twice in a year.
- b) The society will convene meeting as per approval of the executive committee or the president.
- c) A notice to be issued ahead of one month of the scheduled date of the meeting specifying date, time, venue informing of the members with enclosing the agenda of the meeting to discussed.
- d) The meeting will be presided over by the president of the society or in his absence by vice-president of the society.
- e) The president may postpone or adjourn the meeting for a time being as may be thought feel subject to the provision of the rules and regulation.

7. QUORUM OF THE GENERAL MEETING:

In presence of 2/3rd members of the total members, the quorum of the General Meeting will be formed, but no quorum in case of adjourned meeting is needed so far.

8. ELECTION PROCEDURE OF THE EXECUTIVE COMMITTEE:

The Executive committee will be constituted through democratic procedure amongst the meeting of the member of the society in any general meeting.

9. SHORT DESCRIPTION OF THE EXECUTIVE COMMITTEE:

Primarily the executive committee is consists of 8 (eight) members which include President - 1, Vice President – 1, Secretary - 1, Secretary (Organization) - 1 Assistant Secretary – 1, Treasurer - 1, Executive Members – 2, subjects to increase/decrease in due course if felt necessary. The Secretary (Administration) will be called as Secretary for the all official and other purposes.

Abu Tahere Bhuyan

Secretary
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Gossaigaon

Miranne Rahman
President
Green Leaf Foundation
Gossaigaon

10. THE TERM OF THE EXECUTIVE COMMITTEE:

The term of the Executive committee will be 3 (three) years, subject to increase or decrease in due course if felt required.

11. PROCEDURE OF RE-ELECTION OF THE MEMBERS OF THE EXECUTIVE COMMITTEE:

After expiry of executive committee a new body will be made at the General Meeting. If the elections are found to be illegal the executive body will be dissolved and should be reformed by 2/3rd majority of the members of the General Body. If any member violates the bye law of the society, the General Body may drop him/her and co-opt new executive member at the disposal of the General Meeting.

12. PROCEDURE OF THE MEETING OF THE EXECUTIVE COMMITTEE:

The Executive committee will be held at least four times in a year or so far as functioning and management of the society, Notice of all executive meeting, whether annual or special, shall be issued to all Members by the secretary (Organization) at least fifteen days in advance of the meeting. In case of special meeting, the notice shall specify the nature of the business to be transacted. Office Bearers will send all communication by e-mail, postal communication will only be sent if there is any difficulty in electronic communication. Acknowledgement of all electronic communication should be within one week.

13. QUORUM OF THE MEETING OF THE EXECUTIVE COMMITTEE:

In pursuance of 2/3rd members of the total Executive members, the quorum of the Executive Committee will be formed, but question of quorum in case of adjourned meeting does not arise.

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14. **EXPULSION OF UNDESIRABLE MEMBER:**

If any members go against the Rules and Regulation of the society, then the same member will be suspend / expelled from the society.

15. **AUDITOR:**

A qualified Auditor will be appointed by the Executive Committee for a term of one year, who shall audit the accounts of the society at least once in a year and the Annual Audit Report will be submitted to the Registrar of society regularly.

16. **LEGAL PROCEDURE:**

According to the provision laid down in the section 6 of the societies Registration Act-XXI of 1860, the society may sue or may be sued in the name of the president and secretary of the society.

17. **DISSOLUTION:**

If necessary, the society may be dissolved and the properties remained after dissolution may be handed over according to the provision laid down in the section 13 and 14 societies Registration Act-XXI of 1860.

Certified to be the true copy of the Rules and Regulations of **GREEN LEAF FOUNDATION, GOSSAIGAON.**

Signature of the Executive Members

1. *Mizamus Rahman*
2. *Abu Tahere Bhuyan*
3. *Rejaul Karim Sheikh*

Abu Tahere Bhuyan.

Secretary
Green Leaf Foundation
Gossaigaon

Mizamus Rahman

President
Green Leaf Foundation
Gossaigaon