

SUMMARY OF THE DECISIONS BY THE OFFICE BEARERS
(With some modifications as suggested by past presidents)

1. Zone programs should be conducted with the consultation of National President. NTC should be planned at least 3 months in advance.

2. All programs by each zone should be decided by Zone Chairman in consultation with zone Vice President and Jt. Secretary. All these zone programs should be functioned in cordial and harmonious way.

3. The zone programs are normally decided by the Chairman in consultation with the office bearers. It should preferably be approved by Managing Committee. Zone chairman can seek opinion of the Managing committee members on whatsapp/email or any other mode in case calling of meeting is not possible for any reason. If for any reason it is not possible to call for Managing Committee meeting before the decision is taken, it must be ratified /intimated to the managing Committee members of Zone in the next meeting. Needless to add, Zone chairman must consult the National office bearers, vice President of his zone and joint secretary of Zone before finalizing any program. After completion of program, detailed report must be sent to HO, with CC to National President and Secretary General

4. All the minutes of the managing committee by the zone must be sent to the Head office and the President within 30 days of holding the meeting, even if the same are not approved by the zone. Once approved by the zone in the next meeting, the final approved copy should also be given to the Head Office and National President.

5. All the Zone Chairman and All Office bearers should ensure that the WhatsApp policy decisions taken herein below are strictly followed. Any violation must be brought to the notice of National President and Other National Office bearers, who shall take immediate remedial steps.
6. Decisions taken in Office Bearers meeting on 14th April 2020. Virtual Meetings would be allowed to be arranged by each zone. To maintain harmony and unity, it was decided in the Office Bearers second meeting held on 14th April that as Central Zone has conducted and announced series of program up to 22nd and HO has also planned three meetings, after 22nd the rest four zones would now arrange their program using the software of President. CZ would get time little later.

7. **The WhatsApp policy.**

The Office bearers have considered requests received for many members, and the report of Advisory Committee for regulating the use of whatsapp groups of AIFTP.

Following are the major decisions taken by the office bearers as a long term policy

A--- General Policy GOVERNING MEMBERS OF AIFTP-(Federation for short)

- (i) If a member has any grievance against the working of the Federation, its office bearers or a member of the National Executive Committee (NEC), or any other member of Federation, he shall communicate his grievance to the President, who, **if considered necessary**, shall give opportunity of being heard to **the parties involved** and the President then shall recommend such action, in consultation with the office bearers, other **than the member/Office-bearer in relation to whom the grievance is expressed**, as he deems fit ,including referring to Disciplinary Committee and shall report the NEC accordingly. **If there is any grievance against the President, the same shall be communicated to the Other National Office Bearers.** Federation, in no circumstances a member shall express his grievances publicly, in

whatsapp groups, facebook or any other mode or media in any manner or in an undignified **manner or derogatory** language or in a manner which will affect the working, good name and reputation of **the Federation and/or member concerned** or affect prejudicially the person against whom the complaint is made.

- (iii) If a member has any doubt in relation to above policy, he must speak personally with the National office bearers
- (iv) Any member acting against the above policy /guide lines, would be subject to strict Disciplinary action, including temporary or permanent suspension from the Groups and/or federation as per the manner laid down and subject to the Constitution of Federation
- (v) As per the advisory board's recommendations, no decisions can be taken on whatsapp. Any decision taken in case of emergency or such similar situation must be intimated/ ratified in the next NEC meeting.

B----The official groups of AIFTP on whatsapp and its guidelines :

- a. **AIFTP family – (members of AIFTP) what is stated herein will apply to all groups**
 - (i) The National President, Dy. President and Secretary General would be admin along with Mr. Ravi Patade, the Manager of AIFTP office.
 - (ii) The discussion must restrict to Federation, its Zones activities, academic discussions on amendments, circulars, judicial updates, etc.
 - (iii) Posting of Photographs should be for Federation activities and not for personal functions. The seminar Conference photographs should be restricted to 5-7 . The Member in charge can provide a link for multiple photographs of seminar/conference/Events.
 - (iv) No post of any other Association, announcements / photographs of Other Association Programs or personal programs which are not under the banner of federation

would be announced or should be reproduced or forwarded in any other official group of AIFTP, Except in case of Joint Programs.

- (v) The member concern can forward his/her or other members' personal achievements, awards, etc news to the President, who may make appropriate announcement/s.
- (vi) The messages should be strictly in English language.
- (vii) Strictly No message of good morning/ goodnight/prayers. The birthdays messages or message relating to death or other casualties, etc. of members should be informed by one person, with proper details, so that every other member wishing to convey message, can send personal message rather than flooding the Official group with such messages. The festival messages should be limited to few words rather than an entire video.
- (viii) In no circumstances a member shall express his grievances publicly, in whatsapp groups, facebook or any other mode or media in any manner or in an undignified **manner or derogatory** language or in a manner which will affect the working, good name and reputation of **the Federation and/or member concerned** or affect prejudicially the person against whom the complaint is made. Grievance, if any should be made by directly writing to President / National Office bearers.
- (ix) **The general rules stated here will apply to all the groups stated herein below. These are groups with specific purpose and object for each of them.**

- b. **AIFTP NEC 2020. (year)** (for elected and coopted members, past presidents, invitees and Zone Chairmen).

This group is to discuss the issues relating to NEC. No post of any other association, announcements of Other Association Programs would be allowed or any other Associations committee should be reproduced or forwarded in any other official group of AIFTP. The discussions in this group

are not meant for circulation, unless expressly permitted. The group should be closed within maximum 30 days of new committee for the next year taking charge.

- c. **AIFTP Education (strictly for education purposes).** NO photographs, no personal messages, no greetings in this Group. No discussion except direct, indirect taxes, other applicable / relevant laws, updates, etc.
- d. **AIFTP Management 2020** (Only for National Office bearers and office staff). No discussion taking place in this e group should be forwarded, intimated to any outside persons other than the members of group. Any disclosure would be by President, Secretary General or by any other member authorized by them.
- e. **AIFTP Office bearers, Zones Chairmen and PP group 2020.** This group is for discussions, coordination and decisions amongst group members for harmonious working amongst all Zones. This group would take certain administrative and policy decisions for smooth functioning of each zone and to ensure that as far as possible, no two zone programs are conducted at the same time, such clash of time be avoided as far as possible. Decisions taken in OB meeting would be binding on all the zones and all OB, whether they were present in the meeting or not. The decisions taken in OB meeting would be conveyed by Secretary General to all NEC members of groups if required. It would be duty of respective zone representatives to follow all decisions of OB in true spirit and letters.
- f. **AIFTP indirect tax representation committee group 2020** (only for the members of the committee and ex-officio members). This for discussions amongst members of Committee. No discussion taking place in committee group should be forwarded, intimated to persons other than the members of group. Any disclosure would be by Chairman of group, convener or by any other member authorized by them
- g. **AIFTP journal committee.** (Only for Members of Journal Committee and office bearers) This for discussions amongst members of Committee. No discussion taking place in

committee group should be forwarded, intimated to persons other than the members of group. Any disclosure would be by Chairman of group, convener or by any other member authorized by them.

h. **AIFTP Each Zone Committee 2020** (year) (for Each Zones' elected member, co-opted members, committee members, NEC members of each zone and the past presidents of concerned zone, National Office bearers). This is for discussions amongst members of Managing Committee of each Zone. No discussion taking place in committee group should be forwarded, intimated to persons other than the members of group. Any disclosure would be by Chairman of Zone, Secretary, Vice President of Zone or by any other member authorized by them. Five zones will have five groups.

i. **Group for specific program / conference/ seminar** -- For any programs, conference, seminar, convention to be held a group may be formed for the purpose of better communication preferably the members who are intending to attend and the zone committee members should be included in the group. After the event is over, maximum within 30 days the group should be closed. The group should be formed 3-4 months in advance but not before that.

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