

**ALL INDIA FEDERATION OF TAX PRACTITIONERS**

**GUIDELINES FOR  
ORGANISING THE SEMINARS**

1. One of the objects, with which the Federation has been formed is to spread the movement of the Federation to new areas and expand the numbers of affiliated associations and individuals, make effective representations and update the knowledge of the members of the Federation at large by organising and arranging the seminars and the National Executive Committee meetings at different places. The endeavour of organising the seminars should be to work not as competing the local existing bar associations but as complementing their efforts for a better tax administration as also to establish a direct rapport with the individuals practising in the region concerned.
2. The seminar/conference should be organised with a view to create a better healthy and friendly atmosphere amongst the professionals practising on the direct and indirect taxes so as to inculcate a sense of belonging to one family.
3. The time table of inaugural session, technical sessions, brains trust and valedictory session with Budget, be finalised at least three months in advance.
4. Subjects and faculty members for the seminar/conference be finalised at least 2½ months in

advance and written confirmation from each faculty member be obtained. Complete programme so finalised with the budget shall be forwarded to the President/Secretary General at least two months in advance.

5. The organisers will circulate the programme amongst the members of the zone as also the members of the National Executive Committee and zonal managing committee of the Federation. Due publicity about the programme will also be made through professional magazines and circulars.
6. The organisers will ensure the preparation of banners covering names of all the organising associations including that of the Federation.
7. In case the organisers desire to have a session of brain trust meeting, the queries to be replied by each trustee shall be circulated in advance duly allotted amongst the trustees.
8. In case the organisers desire to host the National Executive Committee Meeting to coincide with the seminar, conference etc. the duration of the seminar should be of two days and they must ensure the attendance of at least 300 participants.
9. In order to attract better participation as well as better contribution from the faculty members of the Federation of repute it is also advisable to arrange seminar of a duration of more than one day.
10. The seminar should be planned in such a manner that it would lead to sizeable surplus for the better

future of the organising bar associations as well as the zonal office concerned.

11. The Federation in no case will share the deficit but would share the surplus of the seminar equally; resulting out of holding of the seminar. In suitable cases share of the Federation can be varied by the Chairman of the zone concerned with active consultation and concurrence of the President.
12. The faculty members from the National Executive Committee of the Federation would endeavour to help the organisers. While agreeing to give their helping hand it is recommended that wherever viable the faculty members should be received and looked after by the organisers in the best possible manner.
13. The funds required for organising the seminar can be by way of delegate fees, sponsorship of lunch/dinner/kits/study papers etc. to be managed and arranged from within the zone. Funds can also be raised by publication of any book on any topical subject of direct or indirect taxes under the banner of the Federation. In case any individual member desires to have his own publication to be released at any of the session of the seminar, prior permission in that regard will have to be obtained in writing from the President of the Federation.
14. The surplus received by the zonal office as a result of organising the seminar would form part of the funds of the zonal office and no remittance of any portion thereof is required to be made to the

common general funds of the Federation maintained by the head office.

15. The aforesaid fund left by the Federation with the zonal office is required to be spent for the furtherance of the objects of the Federation and expanding the activities of the Federation.
16. It would be the duty of the organisers to finalise the accounts of the seminar at the quickest possible time but not later than one and a half months thereafter and forward a duly audited accounts to the zonal office along with the share of surplus.
17. In case new members are enrolled at the venue of the seminar/conference, the amount so collected should be separately remitted with the statement of the members enrolled without being mixed up or amalgamated with the accounts of the seminar.
18. In case the organisers desire a presence of large number of National Executive Committee members of the Federation and in case they so desire they can also sponsor National Executive Committee meeting coinciding with the dates for the seminar. Such a step would be always beneficial, welcomed and publicly recognised by the Federation.

