

DISTRICT TAX BAR ASSOCIATION (REGD.)



FARIDABAD

(RULES & REGULATIONS)

MEMORANDUM OF ASSOCIATION

&

CONSTITUTION

(As amended upto 31/08/2016)

Office :-

**ADVOCATES CHAMBER
SALES TAX OFFICE
SECTOR-12, FARIDABAD**



समिति पंजीकरण प्रमाण पत्र

(वर्ष १८६० का इक्कीसवाँ अधिनियम)

क्रमांक.....१४७१.....वर्ष १९९७-१९९८..... में
एतद्वारा प्रमाणित करता हूँ कि District Tax Bar Association,
Advocates Chamber, Sales Tax Office, Sec-12, Faridabad.
नामक समिति को समिति पंजीकरण अधिनियम इक्कीस
ऑफ १८६० (तथा पंजाब संशोधन अधिनियम १९५७ द्वारा यथा
संशोधित) के अर्न्तगत पंजीकृत किया गया है।

यह प्रमाण-पत्र मेरे हस्ताक्षर से आज दिनांक २४ नवम्बर
१९९७ मास..... वर्ष को चण्डीगढ़ में जारी
किया गया।

रजिस्ट्रार समितियाँ, हरियाणा



REVISED CERTIFICATE OF REGISTRATION OF SOCIETY

I hereby certify that District Tax Bar Association, Faridabad registered vide registration number 1471 on 1997-1998 registered with State Registrar of Societies, Haryana has been allotted a new Registration Number as undermentioned on this 27th September, 2013 under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No.1 of 2012)

State Code	District Code				Year of Registration			Registration Number					
H	8	0	1	9	2	0	1	3	0	0	4	8	5
Name of the society								Registered Office Address					
"DISTRICT TAX BAR ASSOCIATION, FARIDABAD"								Advocate Chambers, Sales Tax Office, Sector-12, Faridabad					

Issued under my hand at Faridabad this 27th day of September, 2013.

(Anil Kumar Choudhary)
District Registrar of Societies,
Office at DIC Building, Neelam Chowk,
NTT, Faridabad.

Dear Friends,

It gives us an immense pleasure to put in your hands the amended Constitution of DTBA(R), Faridabad. Since 2007-2008 several amendments have been made which has now been inserted in Rules & Regulations. We hope that the Association will achieve the aims and objects in the interest & welfare of its members. Though every effort has been made to make it error free but despite that there may be some factual errors of deletion, omission & addition, which may please be ignored. We are very much thankful to the Constitution Review Committee, Sr. Advocates and all Worthy Members of the Association, who have provided the ways, cooperation, precious time and full support in making the necessary amendments in the Constitution of the DTBA(R), Faridabad.

On this occasion we would like to convey to the members of this Association that every step taken by you should be towards increasing the dignity of this Association and maintaining the fraternity amongst its members. We all must feels privilege to be associated with the members of District Tax Bar Association (Regd.) Faridabad.

Yours Truly

Office Bearers (2016)

District Tax Bar Association (Regd.)

Faridabad.

MEMORANDUM OF ASSOCIATION
ANNEXURE - I
DISTRICT TAX BAR ASSOCIATION (REGD.) FBD

- 1) **Name** : District Tax Bar Association (Regd.) Faridabad
- 2) **Office** : Advocates Chamber, Sales Tax Office,
Sector-12, Faridabad (Haryana)
- 3) **Area of Operation** : The area of Operation will be within Faridabad
(Haryana & Chandigarh)
- 4) **Aims & Objects :**
 - a) To promote knowledge and study of law & practice concerning Taxation Laws both State & Central.
 - b) To maintain library for current and update Knowledge.
 - c) To promote & maintain a high standard of professional conduct among members of the association.
 - d) To promote and encourage friendly feelings, unity & co-operation among the members on all matters of common interest.
 - e) To take such steps as may be expedient & necessary for maintaining the prestige of the association & also for the procuring for its members all due privileges from the ministries, administrative heads of the departments & all courts created under the tax laws.
 - f) To do all such lawful acts as may be incidental or conducive to the attainment of its objects mentioned above.

5) TERMS & CONDITIONS :

- a) The income and property of the Association shall be applied solely towards the promotion of the objects of the Association as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise by way of profit, to the members of the Association.
- b) No members of the Governing Body of the Association shall be appointed to any salaried office of the Association or any office of the Association paid by fees that no remuneration shall be given by the Association to any member of such Governing Body except repayment of out-of-pocket expenses and interest on money lent or rent for the premises demised to the Association.
- c) The Association, by its constitution is required to apply its profits, if any, or other income in promoting its objects.
- d) If upon the winding up or dissolution of the Association there remains after satisfaction of all the debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution having objects similar to the objects of the Association to be determined by the members of the Association at or before the time of dissolution :

The Management of the affairs of the Association is entrusted in accordance with the Rules and Regulation of the Association to an Executive Committee of which the following are the Office bearers and executive members :-

a)	President	-	1
b)	Sr. Vice President	-	1
c)	Vice President	-	1
d)	General Secretary	-	1
e)	Joint Secretary	-	1
f)	Treasurer	-	1
g)	Library Incharge	-	1
h)	Executive Members	-	7

ANNEXURE - II
CONSTITUTION
RULES & REGULATIONS OF THE
DISTRICT TAX BAR ASSOCIATION (REGD.) FBD

- 1) Name :** District Tax Bar Association (Regd.) Faridabad
- 1a) Office :** Advocates Chamber, Sales Tax Office, Sector-12, Faridabad (Haryana)
- 1b) Area :** Faridabad (Haryana & Chandigarh)
- 2) AIMS & OBJECTS :**
- a) To promote knowledge and study of law & practice concerning Taxation Laws both State & Central.
 - b) To maintain library for current and update Knowledge.
 - c) To promote & maintain a high standard of professional conduct among members of the association.
 - d) To promote and encourage friendly feelings, unity & co-operation among the members on all matters of common interest.
 - e) To take such steps as may be expedient & necessary for maintaining the prestige of the association & also for the procuring for its members all due privileges from the ministeries, administrative heads of the departments & all courts created under the tax laws.
 - f) To do all such lawful acts as may be incidental or conducive to the attainment of its objects mentioned above.
- 3) ENROLMENT OF MEMBERS :**
- a) A person who is law graduate and whose name appears on the roll of advocates prepared and maintained by the any state bar council of India.
 - b) The application for enrolment shall be in a prescribed form and shall be recommended by two existing members of the Association. The application shall be accompanied by an attested copy of the certificate of being qualification.

- c) The application for membership shall be placed by the secretary before the Executive committee in its ensuring meeting for its consideration and unless disapproved by two third of the total strength of the committee, the applicant shall be admitted as a member of the association from the date of receipt of the application. In case of rejection, the applicant shall be informed with the grounds & reason of rejection of the application, who shall have a right of appeal to the general house within thirty days of the communication.

4) FEE :

- a) The admission fee for membership shall be Rs. 1100/- only
- b) The annual subscription shall be Rs. 2000/- and it should be paid upto 31 Aug. of every year.

5) MANAGEMENT :

- a) The affairs of the Association shall be managed by an Executive committee which shall comprise seven office bearers and seven executive members as hereinafter provided.

The six office bearers shall be :

- a) President
- b) Sr. Vice President
- c) Vice President
- d) Secretary
- e) Joint Secretary
- f) Library Incharge
- g) Treasurer

b) The Executive Committee shall be constituted in the following manner :-

- a) The office bearers and four members of the executive committee shall be elected by the members of the Association in the prescribed manner.
- b) Three members shall be nominated by the person who is elected President, one of whom shall be immediate outgoing president, unless he contests for any office or refuse to be so nominated.

ELECTION OF THE EXECUTIVE COMMITTEE :

6) QUALIFICATION OF THE CANDIDATES :

A Candidate seeking election to be executive committee should have been a member of the association for at least two years as active Member on the close of the immediately preceding financial year and should on filling the nomination paper be eligible to vote.

- a) In case of a candidate seeking election to the office of President, he should have been a member of the Association for a period of ten years out of which should have been active member for at least five years as on the close of the immediately preceding financial year.
- b) In case of Sr. Vice President at least five years active and regular member as on the close of the immediately preceding financial year.
- c) In case of vice president at least five years active and regular members as on the close of the immediately preceding financial year.

Active Member is one who has attended at least 50% of the meetings of the General House.

- d) Other office bearer/join sec./treasurer/library incharge, three year active regular as on the close of the immediately preceding financial year.

7) METHOD OF ELECTION :

The election shall, unless unanimous, take place by secret ballot and the procedure shall be in accordance with the regulations appended hereto as Appendix-A.

8) TIME OF ELECTION :

The election of the Executive Committee shall be held in 1st Friday of December every year. Provided however, that if for any unforeseen reason the same cannot be held or are not so held, the same be held next working day except Saturday No member shall be eligible to contest for more than one seat.

9) VOTING RIGHTS :

Every member shall have one vote, provided, however that a member shall not have a right to vote at any meeting if on the date of meeting he is in arrears in respect of subscription or any other dues owing to the association and have not attended 50% of the meetings of the General House during immediate previous year.

10) TERM OF OFFICE :

The Executive Committee shall hold office for one year until the next election is held and the new executive is announced by the election office.

11) VACANCIES IN THE EXECUTIVE COMMITTEE :

The office of an office bearer or member of the Executive Committee shall fall vacant.

- a) If he/she dies; or
- b) If he/she voluntarily resigns and same has been accepted; or
- c) If he/she fails to attend Three consecutive meetings of the executive Committee without prior written information ; or
- d) If he/she ceases to be a member of the association ; or
- e) If he/she has been censured by the General Body.

12) No bye election shall be held for filling a vacancy thus caused and the same shall be filled for the remaining term, in the following manner :-

- a) In the case of a vacancy in the membership, the President will make a nomination on the advice of the Executive Committee.
- b) In Case of an vacancy of an office bearer, the executive committee shall make an election from amongst them-selves.

FUNCTIONS OF THE EXECUTIVE COMMITTEE :

13) The Executive Committee shall hold, control and administer the property and funds of the Association and shall have the following powers and discharge the following duties :-

- a) To manage and control all affairs of the Association and generally to do all such things as are incidental and conducive to all attainment of the objects of the association.
- b) To determine all questions regarding the general policy of the Association.
- c) To Appoint clerical staff, peons and other servants and to define their duties, conditions of service, to make rules for the grant of leave and gratuity to them, to suspend, Dismiss, discharge or re-employ them and to fix, raise or reduce their salaries and allowances.

- d) To manage and regulate the finances, accounts, investments, property of the Association and for that purpose to appoint such agents as it may think fit.
- e) To accept bequests, donations and transfers of property to the Association.
- f) To provide books, equipment and other means needed for carrying out the purposes and work of the Association.
- g) To enter into, vary, carry out, confirm or cancel contracts on behalf of the Association.
- h) To put all money collected belongings to the Association in a nationalized or scheduled bank or in approved Government securities, except for an imprest of Rs. 1500/-
- i) To appoint sub-committees or individual members of the Association for carrying out any specific purpose wherever deemed expedient.
- j) To appoint an Auditor, for a period co-extense with their term of office to audit and report upon the account of the Association for a financial year. The auditor shall be responsible in the General Meeting in respect of audited report.
- k) To take, initiate disciplinary action against delinquent members of the Association in the manner and to the extent provided for in these regulations.
- l) To control and manage the affairs of the Library.
- m) To make rules and byelaws, for purpose not provided for, the smooth working of the Association and to exercise all other powers of the Association not otherwise provided for by the constitution Provided, however, that all such rules/byelaws framed and powers exercises shall be laid before the house may next following General Meeting for its acceptance and approval; and the house may approve or modify the same or annual the same. All steps taken and power exercised by the executive in the meantime shall be deemed to have duly and properly taken or exercised unless the same are challenged on grounds of malafied.

- 14) The duties and functions of the President shall be :-
- a) To preside over all meetings of the Association and the Executive Committee :
 - b) To represent the Association on such occasions as may require representation of the Association.
- 15) The duties and functions of the Sr. Vice President shall be :-
- a) To act for the president in his balance;
 - b) To arrange study circle meetings, seminars, reading of paper etc with the prior constitution of the Executive Committee.
- 15A) The duties and functions of the Vice-President shall be :
- a) To act for the President in his absence, as well as in the absence of the Sr. Vice President.
 - b) To assist President in his work.
- 16) The Secretary shall supervise the general administration of the association subject to the directions and overall control of the Executive Committee and his duties shall be :-
- a) To issue notice of meetings;
 - b) To keep the minutes of proceedings of all meetings of the association and of the Executive Committee;
 - c) To conduct correspondence relating to the Association.
 - d) To use the funds of the Association for payment of salaries of employees of the Association and subject to the condition that prior sanction of the Executive Committee shall be obtained for expenditure exceeding Rs. 1500/- for subscriptions to Law Reports, Newspapers and periodicals, Law Journals and Magazines, improvements to library etc. and other general expenses.
 - e) To present the annual income and expenditure account, balance sheet duly audited and reported upon by the Auditor of the Association.
 - f) To perform all other duties and to transact all other business concerning the Association and to maintain all the records of the Association.

16A) DUTIES OF THE JOINT-SECRETARY SHALL BE :-

- a) To assist the Secretary in his work; and
- b) To act on behalf of the Secretary in his absence.

17) DUTIES OF TREASURER SHALL BE :-

The treasurer shall keep regular accounts in respect of all receipts and expenditure of the Association and to use the funds of the Association for payment of salaries of employees of the Association and subject to the condition that prior sanction of the Executive Committee shall be obtained for expenditure exceeding Rs. 1500/- for subscription to law-reports, newspaper and periodicals, law journals and magazines, improvements of library etc. and other general expenses.

- 18) The bank account of the Association shall be in a Scheduled or nationalized bank and shall be operated jointly by any two out of the President, Secretary and Treasurer.

- 19) All the receipts shall be deposited in the Association's bank account except that a cash imprest of Rs. 1500/- shall be retained by the secretary/ treasurer for sundry expenses. All major payments on the account of outgoing shall be made by cheques.

- 20) The Executive Committee may by resolution supported by 1/3rd of its total strength take disciplinary action, short of removal from the membership or suspension from membership for a period exceeding two months, against a delinquent member of the Association Provided, however that before taking any such action, the member concerned shall be given a reasonable opportunity of being heard. Such decision of the Executive Committee shall be communicated to the member concerned and unless within ten days of the receipt of the decision. The disciplinary action awarded, shall take effect of the expiry of the said ten day's period. In case an appeal is preferred, the disciplinary action shall be kept in abeyance till the disposal of the appeal by the general house.

If the Executive Committee after hearing the member concerned is of the opinion supported by one-third of its total strength, that the disciplinary action against him should be in the form of removal from membership or suspension from membership for period exceeding two months, they shall recommend to the general house to take such action, the member concerned shall have a right to reply in the General house.

The decision of the General house in respect of disciplinary matters, whether brought before it by the member concerned or by the Executive Committee shall be by absolute simple majority of the members eligible to vote. The decision shall be binding and final.

- 21) A member shall forfeit all his privileges and rights as a member during the period of his suspension from membership.

DUTIES OF LIBRARIAN

- a) To maintain the library and keep the record.

MEETINGS

- 22) For a meeting of the Executive Committee, the Secretary shall ordinarily give five days notice together with a statement of nature of the business to be brought before the meeting, provided that in case of emergency, a meetings may convened by a shorter notice which shall not be less than 24 hours.
- 23) At every meeting of the Executive Committee at least five members shall form a Quorum. If the quorum is not formed within 30 minutes of the time announced for it, the meeting shall be adjourned and for such an adjourned meeting the quorum shall not be necessary.
- 24) A meeting of the Executive Committee may be summonsed by the President or the Secretary on their own initiative or on a written requisition of at least three members of the Executive committee.
- 25) Ordinarily all decisions of the Executive committee shall be according to the opinion of the majority of the members present and eligible to vote by show of hands, but on demand of at least three members, the matter under discussion shall be decided by ballot Every member present who is not disqualified from voting under rule 26 shall have one vote. In case of tie, the Chairman shall have a casting vote.
- 26) A member of the Executive Committee shall have no right to vote in the meeting of the Executive if he/she is in arrears for two months after the due date in respect of subscription or any other dues owing to the Association.

- 27) Any resolution required to be passed in the General Meeting shall be deemed to have been passed, if on the circulation of the said resolution the assent of 21 members of General House has been duly obtained by show of hands.
- 28) No matter other than the one mentioned on the agenda of the meeting shall be brought before the meeting of the Executive Committee except with the special permission of the Chair.
- 29) No act or proceedings of the Executive Committee shall be invalidated merely by the existence of vacancy or vacancies among the members.

GENERAL MEETING

- 30) There shall be an Annual General Meeting of the Association, Other General Meeting of the Association shall be held as and when deemed fit by the Executive committee or subject to the relevant provisions, in pursuance of a requisition.
- 31) A General meeting may be summoned by the President or the Secretary on the their own initiatives or on a written requisition of at least fifty members of the Association.
- 32) At every Annual or other General meeting of the Association 40% of the total number of members as on the close of the immediately proceeding Financial year, or 21 members whichever is less shall form a quorum.
- 33) The secretary of the Association shall give at least seven days clear notice for holding a general meeting stating the place, date, time and agenda for the same. Notice of Annual General meeting shall be accompanied by copies of Annual Audited Accounts, statements and the Auditor's Report thereon. Questions intended to be raised in the Annual accounts, statements and the Auditor's Report thereon shall be lodged by the concerned member with Secretary three days prior to the date of the meeting, Further Question for seeking clarification of a reply to a question may asked with the permission of the chair.
- 34) A member shall not have right to vote at a meeting if on that date he/she is in arrears in respect of subscription or any other dues owing of the Association for three months after the same have become due.

- 35) The procedure prescribed for the Executive Meeting shall also be followed in the General Meeting.

GENERAL

- 36) The president or the chairman, as the case may have a full authority to regular the proceedings of a meeting and maintain order there at in such a manner as he thinks fit.
- 37) In case of equality of votes polled on a particular proposal, the President or the Chairman shall have a casting vote.
- 38) Any member who is in arrears on account of subscription, or any other, owing to the Association for 3 consecutive years shall be required by the Secretary in writing to pay the same with in a specified Period, this period being not less that 30 days from the same of receipt of such notices by the member concerned. If the member fails to pay the same with in the specified period his/her name shall be liable to be removed from the membership of the bar.
- 39) Any member may be removed from the membership of the Association for any reason deemed sufficient by not less than 1/3rd majority of the entire body of the members in a resolution adopted at a General Meeting specially convened for the purpose; provided always that the member concerned shall give a reasonable opportunity of being heard.
- 40) The Secretary shall cause the name of the member who has been removed from membership to be put on the Association's Notice Boards and thereupon he shall cease to be of member and be debarred from the privileges of the Association, provided, always that he shall be liable to pay the arrears due from him to the Association till the date of his removal.
- 41) A member removed from the membership may be re-admitted by the Executive Committee on such terms and conditions as it may think proper subject to the payments of Rs. 1000/- as re-admission fee as a fresh member.
- 42) In the absence of the President, Sr. Vice President and the Vice President in a meeting of the Association of Executive Committee, members present shall elect a Chairman from amongst themselves to preside over the meeting.

- 43) The Secretary shall, within ten days of the receipt by him of a requisition for the meeting of the Executive Committee of the General House, issue a notice fixing the meeting of the Executive Committee or the General House, as the case may be, for a date not beyond fifteen days of the issue of the notice. If the Secretary fails to do so, the requisitionists shall be entitled to convene the meeting and for such purpose they shall give notice as laid down in the Rules and Regulations of the Association. Such a meeting shall be borne or reimbursed by the Association.
- 44) Every member of the Association shall be bound by its rules and bylaws.
- 45) If in a general meeting quorum is not formed within 30 minutes of the time fixed for meeting, the president or the Chairman shall announce the time and date for the adjourned meeting, the interval being not earlier than the same day next week. A notice put on the Association's Notice Board notifying the date and time of the adjourned meeting shall be considered as having been duly served on all members. For such an adjourned meeting quorum shall not be necessary.
- 46) Notice Shall be served by putting a copy thereof on the Association's Notice Board and by Posting the same under the certificate of posting to members on the respectively address as appearing in the Association's records, or by hand delivery.
- 47) The expenses of the Association shall be defrayed from of the funds of the Association.
- 48) After every six month the secretary shall place before the Executive Committee, the receipts and expenditure accounts of the Association, duly audited by the Auditor, for confirmation by the committee.
- 49) No Office : bearer or members of the Executive Committee shall be answerable for any loss arising from the administration or application of the funds of the Association or damages to or deterioration of the funds of the Association's assets unless the Executive committee holds that the same is caused by wilful default or breach of trust or culpable negligence on his part.
- 50) If at any time the Association is dissolved, the remaining funds or property (if any) what so ever left after the satisfaction of all its just debts and liabilities shall be disposed of as provided in the Memorandum of Association.

AMENDMENTS

The applicability of amendments in original constitution are as under :-

- a) Clause 3(a) & 9 w.e.f. 01.10.2005
- b) Clause 4(a) & 4 b w.e.f. 01.04.2006
- c) Clause 10, 41 & election regulations clause 3a w.e.f. 01.10.2007.
- d) Clause 3(a) (b) & 4,5,6,8,32 w.e.f. 25.04.2016

**DISTRICT TAX BAR ASSOCIATION (REGD.)
FARIDABAD
APPENDIX 'A'
ELECTION REGULATIONS**

1. The Secretary shall invite nomination papers for office-bearers and member of the Executive Committee of the Association so as to reach him not later than seven days before the date fixed by the Executive Committee for the Annual General Meeting.
2. At least three days period shall be given for filling of the nomination papers.
3. a) The Candidate or his sponsor or agent for the elections shall deposit with the secretary the following fee.

Rs. 1000/- for Presidentship

Rs. 750/- for Sr. Vice Presidentship

Rs. 750/- for Vice Presidentship

Rs. 750/- for Secretaryship

Rs. 250/- for Jt. Secretaryship

Rs. 250/- for Treasurership

Rs. 250/- for Members of the Executive Committee

The above fees will be refundable provided the candidate withdraws from the contest before the expiry of the withdrawal date otherwise it will be non-refundable.

- b) Upon receipt of the prescribed fee for a particular office/post, official nomination paper/papers for the same shall be issued by the Secretary, who shall enter the name of the person for whom the same has/have been issued.
- c) Nomination shall be filled on officially issued nomination papers.
- d) No nomination paper shall be received after 5.00 p.m. on last date fixed for receipt thereof.

- 4) The nomination paper shall be in the following form :-

Nomination paper for Election of the Executive Committee of the Distt. Tax Bar Association (Regd.), Faridabad for the year 20.....20....

- a) Name of the Candidate (in Block letters.)
- b) Office for which the candidate is proposed.
- c) Name of the proposer (in Block letters)
- d) Signature of the proposer.
- e) Name of the Seconder (In Block Letters)
- f) Signature of the Seconder,
Signed declaration and acceptance by the Candidate.

I,..... accept my
Candidate for and solemnly declare and affirm
that I am eligible to contest in terms of the Rules and Regulation of the
Association at the time I am signing this acceptance.

Place

Signature of the Candidate

Date :

- 5. The candidate and his proposer and seconder should all be eligible to vote at the time put their respective signatures to the nomination paper.
- 6. The nomination Paper shall be given in a close cover. The Receiving Officer shall note the date and time of receipt thereof and put a serial number thereon.
- 7. The closed covers containing the nomination papers shall be opened in the office of the Association at 5.15 p.m. on the last date fixed for receipt thereof in the presence of such members who may wish to be present on the occasion. The Nomination papers shall be initiated by the Secretary and the serial number, date and time appearing on the covers shall be endorsed on the respective nomination papers. A list containing the names of the candidates and other particulars contained in nomination papers shall be prepared in duplicate immediately and signed by the Secretary and one of

these lists shall be put up on the Association's Notice Board forth with and the other shall be placed by him before the Executive Committee on the following day.

8. The Executive committee shall appoint a member of the Association as an election officer for purpose or conducting the Elections and another member of the Association as an Election Tribunal and still another member an alternate. Tribunal who shall function only in the absence of the Election Tribunal for hearing appeals. None of the members appointed shall be a candidate for election nor should have proposed or second any candidate in the ensuring election.
9. The Election Officer shall perform the following function :-
 - a) To scrutinise the nomination paper received in the office of the Association on the date and the time previously notified for the purpose by the Secretary in the presence of such members of the Association who may wish to be present on the occasion.
 - b) To prepare a final list of candidates remaining eligible for election after the scrutiny and to put up the same on the Association's Notice Board.
 - c) To prepare the ballot papers and to get the same authenticated by the signature of the President of the Association.
 - d) To conduct the elections with the help of two polling Officers to be appointed by him from among the members of the Association. None of whom is a candidate for the election nor any of them have proposed or seconded any candidate in the ensuring election.
10. With draws shall be made upto 48 hours prior to the hour and date fixed for the issue of the ballot papers.
11. All the nomination paper of the members who have filed his nomination papers for more than one office or post shall be deemed to have been withdrawn from all but one post or office within the time notified for withdrawals.

12. At all conclusion of the polling, the Election Officer shall open the box and count the votes polled by each candidate in the presence of such members who may wish to be present at the time.
13. The Election Officer shall announce the results of the election and the constitution of the Executive Committee, elected in the Annual General Meeting and if that be not possible, he shall notify the same by means of a notification put on the Association's Notice Board.
14. The used and unused ballot papers shall be sealed and preserved by the election Officer for ten days after the date of election and unless an appeal against the election results been preferred and the sealed ballot papers requisitioned by the Election Tribunal in the meantime, the same shall be destroyed.
15. Appeals arising out of the election matters or against the election results shall lie only after the Election results have been declared / notified. The appeals shall be preferred before the Election tribunal within seven days of the declaration / notification of there results. Election Tribunal shall adopt its own procedure for disposal of appeals. Provided how ever, that any objection against rejection of the nomination paper by the Election Officer may be appealed against at the instance of such candidate of the Election Tribunal within 24 hours of the rejection there of the decision of the Election Tribunal shall be disposed of by the Election Tribunal expeditiously and in any case not later than two days before the scheduled date fixed for election.
16. No appeal against the election shall be entertained unless the petitioner has deposited an appeal fee of Rs. 200/- in the Bar.

Form - X
DISTRICT TAX BAR ASSOCIATION FARIDABAD
Application form for Membership

To,
The Executive Committee
District Tax Bar Association
Faridabad

Sir,
I may be enrolled as a member of the District Tax Bar Association (Regd.) Fbd. I am duly qualified Advocate. I give here under the particulars.

1. Name (in Block Letters)
2. Father's Name
3. Date of Birth
4. Address
- a) Official
- Phone
- b) Residence
- Phone
- c) e-mail
5. Enrolment No./Registration No.
date and Authority with which
enrolled / registered.
6. Aadhar Card
7. Pan No.

DECLARATION

I do hereby declare that the particulars given above are true and correct to the best of my knowledge & belief. I undertake to abide by the rules of the bar association as framed from time to time.

Signature.....

Date.....

Name of the first Proposer

Signature of the First Proposer

Name of the Second Proposer

Signature of the Second Proposer

(FOR OFFICE USE)

Enrolled/Not enrolled on
Enrollment No. Allotted

Gen Secretary

