



INCOME TAX BAR ASSOCIATION

AAYAKAR BHAVAN, NAVRANGPURA, AHMEDABAD-380 009.

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Hon. Secretary: DHRUVIN D. MEHTA

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Process for ONLINE Filing of Nomination Forms for Office Bearers and Managing Committee positions at Income Tax Bar Association, Ahmedabad

Preface:

In the situation where it is difficult or not possible to operate physically due to various restrictions are imposed by Government and where it is encouraged to maintain social distancing aimed at public safety, as a precautionary measures the process of online filing of nomination forms for various positions to be filled at the association is prescribed here.

In the sixth meeting of the managing committee held on 2nd May, 2020, the members discussed about the prevailing conditions due to pandemic COVID-19. Looking at the provision to hold Annual General Meeting as per the constitution and restrictions on gathering and difficulties in travelling, the members of managing committee unanimously decided to conduct the election process and holding Annual General Meeting through digital medium.

Also observing the Notification issued u/s.144 of CrPC, Advisory COIVD-19, MHA Guidelines, Circular and Notification of Governments and in order to protect the health of our beloved members, the members of managing committee have reached on conclusion to conduct such proceedings through online platform ensuing the provisions of constitution of IT Bar Association.

The committee desirous discussed the various online meeting platform and reached on conclusion to adopt ZOOM online meeting platform. The Hon. Secretary is empowered to get license software and take proper adequate steps for security in order to ensure the smoothen function of online proceedings.

The members of managing committee determined the process for election to be conducted through digital medium within the rules and regulations of the constitution of the association. The detailed process has been determined and documented.

VICE PRESIDENT

Adv. ASHUTOSH R. THAKKAR

HON. JT. SECRETARY

CA PARTH H. DOSHI

HON. TREASURER

CA RAJENDRA R. KABRA

IPP

Adv. KARTIKEY B. SHAH

MANAGING COMMITTEE

CA ASHISH T. TEKWANI
HETAL B. SHAH

HIMANSHU C. GAJJAR
HIREN C. THAKKAR

CA MAULIK B. PATEL
MRUDANG H. VAKIL

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Step by Step Process:

1. Member interested for candidature should pay prescribed fees of Rs. 100 through prescribed electronic mode (refer Note 2 below) and provide the payment details to the official e-mail ID from his / her registered e-mail ID.
2. On receipt of the payment details, a fillable nomination e-form in PDF format bearing unique number will be provided on the same mail ID.
3. The provided e-form needs to be filled properly containing all details and the same should be signed in prescribed electronic mode.
4. In addition, the proposer member and the seconder member of the member interested for candidature, should send verification mails in prescribed format and method to the official e-mail ID.
5. For proper submission, the member interested for candidature should send the filled and signed e-form along with payment receipt of the applicable fees through prescribed electronic mode (refer Note 2 below) (Rs. 250 for Member of Managing Committee and Rs. 500 for Office Bearer) with specific subject to the official e-mail ID and provided e-mail ID of the scrutinizers.
6. In case of any doubt, scrutinizers may contact the member, the proposer and the seconder for confirmation of details and verification.

Notes:

1. Official e-mail ID for this purpose should be presidentitbarassociation@gmail.com
2. Prescribed modes for payment:
 - (1) Link for payment available on Online Payment section on website incometaxbar.org
(<http://incometaxbar.org/online-booking-payment.aspx>)
 - (2) Pay through NEFT / IMPS on following bank details:
Income Tax Bar Association
Kotak Mahindra Bank Savings Account No. **8912146618**
Ashram Road Branch IFSC **KKBK0002562**

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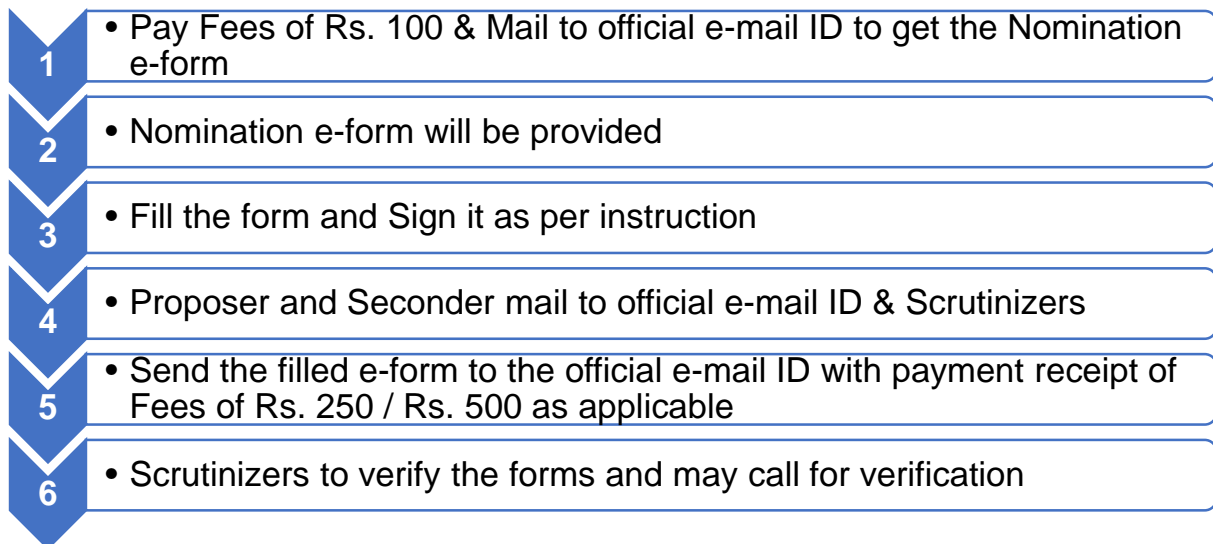
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3. All the rules as applicable for candidature in normal conditions to the physical application are equally applicable to digital applications, just process for candidature and verification is modified for digital mode.
4. The constitution can be downloaded from Download Section of the Website.
5. Detailed instruction and prescribed modes will be provided along with e-form.
6. Notice Board includes Notice Board on home page of the official website and / or Notice communicated through e-mail.

Process flow diagram for easy understanding:



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