



# INSTITUTE OF TAX PRACTITIONERS OF INDIA

भारत कर सलाहकार संस्था

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Central Body of Enrolled Tax Practitioners of India  
to preserve with all round faculty development  
e-Mail ID's: itpimission@gmail.com  
Web site: www.aitpi.org

Head Office & Address for correspondence:

**TPR Hall, # 313(Cellar Floor), 26<sup>th</sup> Cross, 9<sup>th</sup> Main Road, Siddanna Layout,  
Near to Monotype Bus-Stop, Banashankari II Stage, Bengaluru – 560 070.**

Ref: ITPI /AGM 2018-19/ GEN-1/ 2019-20

Dated. 18<sup>th</sup> December 2019

## **NOTICE OF ANNUAL GENERAL MEETING:**

Notice is hereby given under Rule 17 of the bylaw of the Institute of Tax Practitioners of India, that the Annual General Meeting for the year 2018-19 is convened at **RAJA RAM MOHUN ROY MEMORIAL HALL**, 12, Vishnu Digambar Marg, Opp: Gandharv Mahavidyalay, Mata Sundari Railway Colony, ITO Metro Station Gate No.2, **NEW DELHI -110 002**, on Friday, the 10<sup>th</sup> January 2020, between 2.30 PM to 6.00 PM, to transact the **AGENDA** as mentioned below:

01. Officer designated by the Institute to Welcome the Chair Person of the meeting, Present Office bearers of the executive committee, heads of the sub-committees, respected members of the institute and the Special invitees to the dais.
02. Designated Joint Secretary of the Institute to record the register of attendance and report the quorum.
03. To offer Prayers.
04. National Secretary General to read the last Annual General Meeting proceedings which is convened at Yeracaud dated 23<sup>rd</sup> February 2019 for approval and to submit the activity report of the executive committee till date and its vision for the future period.
05. Key note address by the National President-cum-Chairman of the academic committee of the Institute.
06. National Treasurer to read the audit report & financial report of the Institute and seek approval of the same and to submit present financial status of the Institute and budget estimates for the coming year.
07. National Vice President–WZ, to appraise/demonstrate about the Institute of Chartered Tax Practitioners India, a Section 8 Company and to discuss its further developments viz., Student/E-Learning/Exams/Apprentice/Practitioner/Chartered Practitioner/Trainer/Master Trainer/Faculty etc.,
08. To discuss/ finalize Modalities of academic needs, present-day arrangements and future requirements.
09. To hear and to record the expressions from each and every member of the various committees of the institute present at the meeting.
10. To hear and to record the expressions from the Special invitees and to honor them.
11. Open session for any relevant subject matter with permission of the Chair.
12. National President to announce reshuffled cabinet of the Institute for the next year and also to announce the nominations to the various committees and sub-committees formed under section 8 of the Institute.
13. National Convener to take note the calendar of events for the upcoming events.
14. Ruling by the Chair with concluding remarks.
15. Vote of Thanks by the officer designated by the Institute.
16. Public Relations officer to read and release the press note.
17. National Anthem.
18. High Tea & to disperse.

Request one and all to actively attend the meeting and cooperate to resolve the agenda, to give fruitful result in **CONSOLIDATING THIS BODY OF SUPPORTIVE HANDS IN LAYING EARNEST PHASES TO BUILD OUR NATION.**

By the order and on behalf of the Institute of Tax Practitioners of India,

Sd/-

**(TPr. D.M.Bhattad)**

National Secretary General

Note: Members are also requested to kindly attend the Seminar organized at the same venue between 11.00 AM to 1.30 PM

**New Delhi office:** B-11/8, Jaishree Chambers, Hans Bhavan, BS Zaffer Marg, New Delhi-110 002.

**Mumbai Office:** B/402, Jyothi Plaza, Opp: Anandavan Ashram, S.V. Road, Kandivali(W), Mumbai – 400 067

**Office of the Secretary General:** 52, 1<sup>st</sup> Floor, IV Main, C.K. Achukattu, BSK III Stage, Bengaluru – 560 070.

**Office of the President-cum-Chairman:** 292/25, 4<sup>th</sup> Cross, Devinagar, Airport Road, Ballari-583 104.



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**PROPOSED (minute to minute) SCHEDULE OF THE  
ANNUAL GENERAL MEETING OF THE INSTITUTE DATED 10<sup>th</sup> JANUARY 2020 AT NEW DELHI  
(between 2.30 PM to 6.00 PM)**

Sl. No.	Agenda / Topic	From	Time Slot (minutes)	To
01	Officer designated by the Institute to Welcome the Chair Person of the meeting, Present Office bearers of the executive committee, heads of the sub-committees, respected members of the institute and the Special invitees to the dais.	2.30	5	2.35
02	Designated Joint Secretary of the Institute to record the register of attendance and report the quorum.	2.35	25	3.00
03	To offer Prayers.	3.00	10	3.10
04	National Secretary General to read the last Annual General Meeting proceedings which is convened at Yeracaud dated 23 <sup>rd</sup> February 2019 for approval and to submit the activity report of the executive committee till date and its vision for the future period.	3.10	15	3.25
05	Key note address by the National President-cum-Chairman of the academic committee of the Institute.	3.30	10	3.40
06	National Treasurer to read the audit report & financial report of the Institute and seek approval of the same and to submit present financial status of the Institute and budget estimates for the coming year.	3.45	15	4.00
07	National Vice President–WZ, to appraise/demonstrate about the Institute of Chartered Tax Practitioners India, a Section 8 Company and to discuss its further developments viz., Student/E-Learning/Exams/Apprentice/Practitioner/Chartered Practitioner/Trainer/Master Trainer/Faculty etc.,	4.00	30	4.30
08	To discuss/ finalize Modalities of academic needs, present-day arrangements and future requirements.	4.30	10	4.40
09	To hear and to record the expressions from each and every member of the various committees of the institute present at the meeting.	4.40	30	4.20
10	To hear and to record the expressions from the Special invitees and to honor them.	4.20	20	4.40
11	Open session for any relevant subject matter with permission of the Chair.	4.40	30	5.10
12	National President to announce reshuffled cabinet of the Institute for the next year and also to announce the nominations to the various committees and sub-committees formed under section 8 of the Institute.	5.10	10	5.20
13	National Convener to take note the calendar of events for the upcoming events.	5.20	5	5.25
14	Ruling by the Chair with concluding remarks.	5.25	5	5.30
15	Vote of Thanks by the officer designated by the Institute.	5.30	10	5.40
16	Public Relations officer to read and release the press note.	5.40	5	5.45
17	National Anthem	5.45	10	5.55
18	High Tea & disperse	6.00	15	6.15

Sd/-

(TPr. D.M.Bhattad)

National Secretary General of ITPI

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