ASSOCIATION OF DOMESTIC TOUR OPERATORS OF INDIA
Memorandum of Association – 2026

1 NAME OF THE SOCIETY

The name of the society shall be "ASSOCIATION OF DOMESTIC TOUR OPERATORS OF INDIA", hereinafter called the **ADTOI**.

2 REGISTERED OFFICE

The Registered Office of the Society shall be located at its Secretariat Office in the NCT of Delhi wherever situated from time to time. The present Secretariat Office of the Society is situated at No.305,3rd Floor, Padma Tower-II, Rajendra Place, New Delhi- 110008 from 16th May 2022.

3 AIMS AND OBJECTS

The aims and objects of the society are as follows:

a. To promote and encourage environmental protection, cultural exchanges and national integration.

b. To diffuse and disseminate useful knowledge; and for that purpose, to organize, participate, manage, supervise or otherwise help in the promotion of educational, scientific, technical and other seminars, group discussions, exhibitions, expositions, displays, fairs, museums and the like, whether of permanent or temporary nature in India and elsewhere.

c. To found, maintain, manage, or supervise libraries, educational, technical training and vocational centers, polytechnics, research institutes, laboratories and other institutions concerned with the diffusion and dissemination of knowledge.

d. To chart plans, publish and encourage the publication of reference books, catalogues, directories, periodicals, leaflets, statistics, magazines, journals and books of a scientific or technical nature.

e. To grant stipends, scholarships, and other help to student engaged in the study of tourism and its development; to promote cultural exchanges and environmental protection within the territory of India.

f. To constitute Chairs and fellowships in India.

g. With a view to diffuse and disseminate knowledge for the development of domestic tourism in India, to prepare, draw up public plans, blue prints, surveys, schemes and reports concerning the status of the domestic tourism industry.

h. To establish channels of communication and liaison with the Department of Tourism, Government of India, State, and other public and private bodies and take all necessary steps to promote and develop domestic tourism in India.

i. To establish a healthy atmosphere in the domestic tourism industry and foster healthy relations between tour operators, travel agents and other persons and organizations in the tourism industry in India.

j. To formulate a uniform code of conduct to govern the procedures of booking, confirmation, payment, refund, cancellation, no-shows, changes, postponements, preponements, retention charges, commissions and discounts.

k. To affiliate with other societies or associations of tour operators in India and abroad.

l. To amalgamate with any society or association, institution, company or other body, whether corporate or not, having similar objects; likewise to purchase, acquire or otherwise take over the properties, assets, liabilities and engagements or any such similar bodies.

m. To set up and maintain high ethical standards in the Tourism Industry.

n. To purchase, take on lease, or exchange, hire or otherwise acquire any movable or immovable property.

o. To sell, manage, pledge, mortgage, lease, dispose of, or otherwise deal with all or any of the properties of the society

p. To borrow or raise money in such manner as the society may deem fit.

q. To invest any monies of the society that not immediately required for any of its objects in such manner as may from time to time be determined.

r. To prepare and publish periodicals or reports relating to the activities of the society.

s. To do all such other things as are incidental or conducive to the attainment of the above objects or any of them.

t. If upon dissolution of the society there shall remain, after the satisfaction of all its debts and liabilities, any property, whatsoever the same shall be disposed of in accordance with the provisions of section 14 of the Societies Registration Act, 1860.

u. All the income, earnings, moveable, immoveable properties of the Association shall be solely utilized and applied towards the promotion of the Aims and

`Objects only as set forth in the memorandum of the Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits, or in any manner whatsoever to the present or past members of the Association or to any person claiming through any one or more of the present or past members. No members of the Association shall have any personal claim or any moveable or immoveable properties of the Association or make any profits, whatsoever, by virtue of his membership.

4. Governing Body

The names, addresses, occupations and designation of the present members of the Governing Body to whom the management of the Association is entrusted as required under section 2 of the Societies Registration Act, 1860, as applicable to the N.C.T. of Delhi are as under:

S.NO	NAME & ADDRESS	OCCUPATION	DESIGNATION (IN ASSOCIATION)
1.	**Mr. Ved Khanna, Tourwala Enterprises Pvt. Ltd. SF-26, Cross River Mall, CBD Ground, Shahdara Delhi-110032.**	BUSINESS	PRESIDENT
2.	**Mr. Rajat Sawhney. Rave Tours & Travels, 138-A, 1st floor, Antriksh Bhawan, 22, Kasturba Gandhi Marg, New Delhi-110001**	BUSINESS	Sr. VICE-PRESIDENT
3.	**Mr. Ashish Chander Sehgal Arya, Hora Tourism** 030, 031, DLF Corporate Towers, Shivaji Marg, New Delhi-110015	BUSINESS	VICE-PRESIDENT

4.	**Mr. Dalip Gupta,** DGs Travel House Private Limited., 216, New Delhi Apartmnets, 7, Vasundhra Enclave, Delhi-110096	BUSINESS	GENERALSECRETARY
5.	**Mr. Manoj Varshney,** Tulsi Travels Pvt Ltd.R-53, 1st floor, Shakar Pur, Main Vikas Marg Delhi-110092	BUSINESS	TREASURER
6.	**Mr. Neetish Gupta,** Sparrow Wing Travels. 872, East Park Road, Karol Bagh, New Delhi-110005	BUSINESS	JOINT SECRETARY

5. **Desirous Persons**

We, the undersigned are desirous of forming a society named association of Domestic Tour Operators of India under the Societies Registration Act, 1860 as applicable to the N.C.T. of Delhi in pursuance of this Memorandum of the Society.

S.NO	NAME & ADDRESS
1.	SPAN TOURS 'N TRAVELS CHANDRALOKBUILDING (1ST FLOOR), 36, JANPATH, NEW DELHI REPRESENTED BY SAJIVE TREHAN (CHIEF EXECUTIVE)
2.	ALLWAYS MARKETING AND TRAVEL SERVICES 17A/46, W.E.A. KAROL BAGH, NEW DELHI REPRESENTED BY ARUN VARMA (PARTNER)
	LAWRENCE TRAVELS, GROUND FLOOR,

3.	CHANDRALOK BUILDING, 36, JANPATH, DELHI REPRESENTED BY RAJIV VARMA (CHIEF EXECUTIVE)		
4.	LANDMARK TOURS AND TRAVELS PVT. LTD 15A/38,W.E.A. KAROL BAGH, NEW DELHI REPRESENTED BY RAVI LUTHRA (DIRECTOR)		
5.	TEAM FOUR HOSPITALITY SERVICES PVT.LTD., E-1 MERCANTILE BUIDLING (2ND FLOOR) CONNAUGHT PLACE, NEW DELHI (SHIFTED TO A-405 DEFENCE COLONY, NEW DELHI) REPRESENTED BY B. CHATTERJEE (DIRECTOR)	BUSINESS	SIGNED
6.	TOUR LOVERS TOURISM (INDIA) PVT.LTD., B-126 B.K. DUTT COLONY, LODHI ROAD, NEW DELHI REPRESENTED BY ROTHIN SIRCAR (DIRECTOR)	BUSINESS	SIGNED
7.	RATH HOTELS AND TRAVELS LTD., A-92, MALVIYA NAGAR, NEW DELHI REPRESENTED BY GURINDER BEESLA (EXECUTIVE DIRECTOR)	BUSINESS	SIGNED
	SIGNED (NIRUPENDRA PANDE) TALWAR & PANDE ASSOCIATES, ADVOCATES & ATTORNEYSB-146, MAHARANA PRATAP ENCLAVE, NEW DELHI-110034 SIGNATURES 1 TO 7 ATTESTED		

ASSOCIATION OF DOMESTIC TOUR OPERATORS OF INDIA

Rules and Regulation – 2026

1. **Name**
   The name of the society shall be “ASSOCIATION OF THE DOMESTIC TOUR OPERATORS OF INDIA”.
2. **Definitions**
   2(a). In these rules and regulations, unless the context otherwise requires:
   2(a)(i). "Act" means the Societies Registration Act 1860 and as extended to the N.C.T. of Delhi.
   2(a)(ii). "ADTOI" and "Association" shall mean the "Association of Domestic Tour Operators of India"
   2(a)(iii). Unless otherwise specified, any other term not defined herein shall mean and be construed as part of the present MOA as per its respective clauses. No term shall be construed in a manner which is repugnant to the present MOA or its objects.

   2(b). Unless context provides otherwise an “entity” includes:
   2(b)(i). a Proprietorship firm
   2(b)(ii). a Hindu undivided family,
   2(b)(iii). company/an incorporated entity under the Companies Act, 1956 or 2013.
   2(b)(iv). A partnership firm/ LLP
   2(b)(v). Any other legal entity, other than above.

   2(c). The term “Domestic Tour Operator” shall mean and include any entity who has been connected with the tourism industry and fulfil the following requirements:
   2(c)(i). In operation in tourism industry for a minimum period of one year prior to date of application for Membership with the Association
   2(c)(ii). Any entity which is engaged in the business of tourism including Domestic Hotel rooms/ Home Stays/Domestic cruise or tented accommodation or Domestic Tours/ Packages or Pure domestic MICE & Weddings within India and on behalf of any citizen of India or any other legal entity.
   2(c)(iii). Is an Income Tax assessee/as per prevailing Government/ state(s) rules in India
   2(c)(iv). Has a registered official address or in case such operates from home, has a designated area of operations and whose Sole Proprietor or any of the Partner(s) or any Director(s) has a minimum experience of 1 year in Tourism Industry and has two or more full-time employees including employer.
   2(c)(vii). In any case of case of Force Majeure or any other government restrictions (temporary or otherwise), the Managing committee shall have the power to review/alter/suspend/add any rule/s or regulations or any part thereof in the interests of its members. situation (s) in the country the Managing Committee reserve the right to temporarily review/ relax the Rules & regulations of the Association.

2(d). The term "Council" shall mean the Managing Committee (MC) constituted as per the rules and regulations who shall be the governing body of the Association consisting of Office Bearers (OB) and Executive Council Member (EC).

2(e). The term "Founding Member" shall mean the seven members who have conceived the idea of forming this Association and have promoted and effectuated the same, mentioned in clause 5 of the Memorandum of Association

2(f). The term "Representative" shall mean the authorized representative of a member COMPANY/Legal Entity to represent in the activities of the Association as per these Rules and Regulations.

2(g). The term "Chapter" means the branch of the Association as constituted under these rules and regulations of ADTOI.

3. **Membership**

3(i). The membership of the Association shall be open exclusively to such concerns, companies and individuals who enjoy a good professional reputation and Goodwill in the travel Industry.

3(ii). All applications for membership must be made on the prescribed form and must be proposed by two active members

3(iii). The applications for membership shall be scrutinized and recommended by the Joint Secretary or a Membership Committee under the chairmanship of Joint Secretary to the Managing Committee (MC) for approval. The decision of the Managing Committee (MC) with respect to grant of membership shall be final and binding on applicant concerned.

3(iv). While applying for membership, applicants will have to nominate maximum two Representatives in the prescribed manner, the sole proprietor, partner, director, CEO, COO or any authorized person can be the representative. Any person being nominated as representative must have completed minimum one year in the company. Only either of one representative is permitted to attend any of the meetings, events and election of the Association. Member has the right to change the representative any time by a formal communication.

3(v). All records of the Association shall be regularly maintained either in a physical or digital form, as required, and should be available at the Registered office of the Association.

3(vi). Every member shall notify the General Secretary the change in his/her address or any other particular entered in the official record within fifteen days of such change.

4. **Categories of membership:** The membership of the society shall be composed of:

(a). Active members **(b).** Allied Member- Tour operator **(c).** Allied Member Non Tour Operator (Hospitality & Tourism) **(d).** Nominated Allied Members **(e).** Honorary Member **(f).** Overseas Allied Member

4(a). Active Member:

4(a)(i). In operation in tourism industry for a minimum period of one year prior to date of application for Membership with the Association.

4(a)(ii). Engaged in the business of Tourism including Domestic Hotel rooms/ home stays/domestic cruise or tented accommodation or Domestic Tours/ Packages or Pure domestic MICE & Weddings within India and on behalf of any citizen of India or any other legal entity.

4(a)(iii). Is an Income Tax payee or assessee/as per prevailing Government/ state(s) rules in India.

4(a)(iv). Has a registered official address or in case such operates from home, has a designated area of operations and whose Sole Proprietor or any of the Partner(s) or any Director(s) has a minimum experience of 1 year in Tourism Industry and has two or more full time employees including employer.

4(a)(v). Relevant PAN card and GST registration mandatory. Irrespective of turnover threshold limit for compulsory registration of GST, Member should be registered with GST or any other government certification replacing GST in future.

4(a)(vi). Has done bookings worth at least ₹25,00,000.00 (Rupees twenty- five lakhs only) in the preceding financial year of Domestic Hotel rooms/home stays/domestic cruise or tented accommodation or Domestic Tours/ Packages or Pure domestic MICE & Weddings within India and on behalf of Indian citizens. (Standalone transport or Air ticket bills will not be included in the package or in the turnover of ₹25 Lacs) Billing is equal to turnover.

4(a)(vii). Only Active Members will have the right to vote in the elections of the Association or any other meeting as the case may be. The Managing committee will have right to ask members to resubmit the active member eligibility criteria documents, to remain as an active member of the association, as and when decided by the Management committee or any change occurs.

4(b). Allied Member: (Tour Operator)

4(b)(i). In operation in tourism industry for a minimum period of one year prior to date of application for Membership with the Association.

4(b)(ii). Engaged in the business of tourism including Domestic Hotel rooms/home stays/domestic cruise or tented accommodation or Domestic Tours/ Packages or Pure domestic MICE & Weddings within India and on behalf of citizen of India or any other legal entity.

4(b)(iii). Is an Income Tax payee or assessee/as per prevailing Government/ state(s) rules in India

4(b)(iv). Has a registered official address or in case such operates from home, has a designated area of operations and whose Sole Proprietor or any of the Partner(s) or any Director(s) has a minimum experience of 1 year in Tourism Industry and has two or more full time employees including employer.

4(b)(v). Have the relevant PAN card OR GST registration.

4(c). Allied Member Non Tour Operator (Hospitality & Tourism)

4(c)(i). In operation in tourism & Hospitality industry. (Hotel /Restaurant/ Convention Centre/amusement park/ Guide etc.)

4(c)(ii). Is an Income Tax Payee or assesse/as per prevailing Government/state(s) rules in India

4(c)(iii). Has registered office space / work from home permitted with a designated area for operations.

4(c)(iv). Has valid PAN card and / or GST registration.

4(d). Nominated Allied Member: - The Nominated Allied Members will be represented on the Managing Committee (MC) of the Association through up to maximum 5 Members (from Hotels/Domestic Airlines/ domestic cruise liner/ railways) and they shall be nominated by the Managing Committee (MC). The Allied members shall have the right to participate in the activities of the association except the right to vote in the elections of the Association or any other meeting as the case may be.

4(e). Honorary Members: The Managing Committee may invite from Ministry / State Tourism Board / entities /person who have distinguished themselves by their services to the tourism and Hospitality industry in the National or International field to become Honorary Member of the association. The Honorary Members shall not have the right to vote.

4(f). Overseas Allied Member. Overseas Tourism Board/entities/person who have distinguished themselves by their services to the tourism and Hospitality industry in the international field to become Member of the association. These Members shall not have the right to vote.

5. Membership Fee:

Member	Admission Fee	Subscription
a) Active Member	Rs. 3000	Rs.6000
b) Allied Member-Tour Operator	Rs. 3000	Rs. 5500
c) Allied Member-Non Tour Operator (Hospitality & Tourism)	Rs. 3000	Rs. 5500
d) Nominated Allied Member	NIL	NIL

e) Honorary Member	NIL	NIL
f) Overseas Allied Member	USD-150	USD-200

Taxes shall be additional, as applicable.

MC is empowered to decide and review/ increase/ decrease/ waive the admission fee and/or Annual subscription from time to time.

6. RESIGNATION- Membership

6(a). A member may resign from membership of the Association by notice in writing (email/ Post) addressed to the President of the Association and thereafter such entity shall cease to be a member from the date of intimation and the same must be intimated to the Managing Committee.

6(b). RESIGNATION-Managing Committee Post

An elected Member of the Managing Committee may resign from his office of post with effect from a date specified in his/her notice, in writing addressed to the President of the Association. Such resignation will thereafter be tabled before the other members of the managing committee for discussion and decision. Acceptance of the resignation by the MC will be forwarded to General House for information. In case of any resignation by the elected president of the association, the same shall be forwarded to the Senior Vice president and thereafter be tabled before the MC. In case of acceptance of the resignation of any MC member (OB or EC) from any post, he/she shall forfeit his/her right to contest for the said post from which he/she resigns for the remainder of the term.

After acceptance of the resignation, he/she will not be allowed to contest on the same post for remainder of the term.

6.1 Termination

6.1(a). Default in payment of arrears:

1. The annual subscription of member shall come due on 1st April of each year. If any member fails to pay his subscription beyond the period of 31 July of each year, or fails to pay any other dues in the stipulated time, the General Secretary shall issue a notice to him through certified posts/ mail / email, requesting for payment of such dues and if this payment is not made within 30 days from the date of the receipt of notice, the member will be deemed defaulter and the Managing Committee (MC) has the right to cancel the membership of such Member.

Member can also be terminated if such member has been declared insolvent or has been convicted of any offence of moral turpitude.Member also can be terminated in case any of its representative is found involve in any of clause 7.b)i.,ii.iii,iv,v,vi,vii,viii,ix after following the procedure explained **as Procedure for dealing discipline related issues:**

6.1(b). Termination of Managing Committee Member

The Association in its EOGM may by extraordinary Resolution remove any member of the Managing Committee before the expiration of his period of office of post, and may fill the vacant post through by-election. The person so elected shall function till the remaining tenure of the Managing Committee or till election to such post, whichever is earlier. and after removal, that member will not be allowed to contest for remainder of the term. The Association shall also have the power to appoint an acting-office bearer for the remainder of the term subject to the approval by the MC.

6.1(c). Termination of Chapter Office Bearer

If any of office bearer found indulged in any activity explained in clause 7 a) or found in any malafide activity or do not follow the instructions of the ADTOI Managing Committee. The Managing committee has the right to terminate such chapter office bearer for the post **and that member will not be allowed to contest for remainder of the term on any post.**

6.2 Disciplinary Action:

If any representative of member entity is found committing following acts or any other illegal acts which violates the law of the land, MOA, Rules & Regulation and By Laws of the ADTOI, disciplinary action shall be taken by the Association on the following acts of a Member that shall be construed as 'Misconduct":

6.2(i). Conviction of the Member by the Court for criminal and/or economic offence

6.2(ii). In case any representative of member entity is found working against the interests of the Association;

6.2(iii). Any written/ oral defamatory, damaging, malicious about the Association and/ or its Managing Committee;

6.2(iv). Writing any circular, article, comment through letter/ email/ circular to the Member/s of the Association, that contain derogatory and defamatory language about the Association and/ or its Managing Committee;

6.2(vi). Unruly behavior or activity of the Member during any meeting/Conference/ conclave/ FAM / event/convention etc. of the Association resulting in disruption of the meeting/ conference/ event or bringing disrepute or damage to the name and cause of the Association

6.2(vii). A Member being declared Proclaimed Offender or Undischarged insolvent or bankrupt by court

6.2(viii). Any other act of the Member that may cause financial loss/ disrepute/ administrative difficulties in carrying out aims and objects of the Association

6.2(ix). Any act of the member disregarding/violating the terms and Conditions / procedures / Rules and Regulations contained in MOA and Bye laws of the Association

Procedure for dealing discipline related issues:

Any Member of the Association can bring into the knowledge of the Managing Committee about the alleged misconduct committed by a member and/ or the Managing Committee can Suo moto take disciplinary related issues.

Thereafter a show cause notice seeking clarification will be issued to the concerned Member by the President or any member of the Managing Committee duly authorised by MC of the Association. The concerned Member shall reply to the show cause notice within 15 days of receipt of the same. However, MC will also give the incumbent a hearing before such removal. The said procedure will be applicable to clause 6.

The reply to the Show Cause Notice shall be examined within a period of 30 days by the Managing Committee and if the same is found satisfactory, the matter will be closed; and in case the Management Committee does not receive any reply or reply is not found satisfactory then the Management Committee shall appoint a 03 (three) Member Disciplinary Committee, to enquire into the charges of alleged misconduct. The Enquiry should be completed preferably within 45 Days' time from the date of formation of Disciplinary Committee.

The Managing Committee has the right to temporarily hold the power and privileges of the alleged member till the time matter is disposed of.

After the enquiry is concluded, the Enquiry Report will be submitted to the Management Committee for consideration. The Managing Committee (MC) can suspend or terminate the member by a resolution of the Managing Committee passed at a duly convened MC meeting and supported by at least 3/4th members present. The voting shall be by secret ballot. The President shall have a casting vote.

7. MANAGING COMMITTEE- OFFICE BEARERS AND EXECUTIVE COUNCIL MEMBERS

Managing Committee: The Managing Committee shall comprise of members of the Association constituted as provided by these rules. The Managing Committee be entrusted with the Management of the affairs of the Association. There will be a Managing Committee should consist of not less than 12 (twelve) elected members and not more than 17 (Seventeen) elected members.

Besides the above, Managing Committee shall nominate Allied member/s within a period of 2 (two) months of constitution of the Managing Committee, who may be from Hotels/ Domestic Airlines/ domestic cruise liner/ railways/ tourism tech entity/s etc. as per MC tenure.

MC will nominate advisor /s from amongst the Members of the Association or any other person of fine repute based upon his/ her contribution to ADTOI and Travel & Tourism Industry for ADTOI or its chapters as the case may be.

In case the minimum requisite number of members to form the Managing Committee is not achieved after the election, the newly elected members will form the Managing Committee. Managing committee so formed will fill the remaining vacant post through elections at the earliest.

There shall be SIX office bearers (OB) of the Association, viz. President, Senior Vice President, Vice President, General Secretary, Treasurer and Joint Secretary and 08 executive council members (EC) who shall be elected by the Active members of the Association in the manner prescribed.

The Managing committee as deemed fit may increase or decrease the number of Managing Committee (EC) Members as per the prescribed limit in the MOA, Rules & Regulation of the Association by intimating the General House.

7(a). President: The president shall be the Chief Executive of the Association. He shall preside over all the meetings of the Managing Committee and shall have the casting vote. He shall attend and represent the Association at various forum, occasions, seminars, conferences, etc. individually or advisably with any of the office bearers. The president shall sign the deeds, mortgages, bonds, contracts or any other instruments except in case where the signing and execution thereof shall be expressly delegated by the Council or by these Rules and Regulations or any other statute to some other officer of the Association and such other duties as may be prescribed by the Council. The President shall have individual financial Powers up to Rs.25,000/-And subsequently update to the Council about details of expenses. The amount to be recouped from time to time with the approval of Managing Committee. The President shall have the power to supervise the functioning of the sub-committees and the Chairman of the Sub-Committees shall report to the President.

7(b). Senior Vice President shall mainly supervise all activities pertaining to Convention, Road Shows and Travel marts on PAN India Basis or as decided by the Managing Committee from time to time. The Senior Vice-President shall also perform such other duties as may be delegated to him by the President or Managing Committee from time to time. In the absence or inability of the President to attend to his duties and perform duties of the President

7(c). Vice President: shall supervise the functioning & all the activities of the Regional/ State Chapters, development of new Chapters and conducting of the election of Regional / State Chapters or as decided by the Managing Committee. All Chairmen of the Regional/ State Chapters shall report to the Vice-President or as decided by the Managing Committee. He is also responsible for development of various categories of the Membership in the Regional/ State Chapters of the Association.

The Vice-President shall also perform such other duties as may be delegated to him by the President or Managing Committee from time to time. He will also be responsible forremitting the Chapter share to the respective chapters in consultation with the Treasurer or as decided by the Managing Committee. In the absence or inability of the senior vice President to attend to his duties and perform duties of the senior vice President

7(d). General Secretary: The General Secretary shall be the Member Officer of the Association and shall supervise and control the day-to-day affairs of the Association.

The General Secretary shall be responsible to disseminate and timely circulate the notice of the EC meetings/ General House Meetings and Annual General meeting or any EOGM to the respective Members and also responsible to timely circulate the minutes of the proceedings and also ensure smooth and effective functioning of the above said meetings. Preparing the Agenda of all meetings in consultations with the President and OB. Producing an Annual Report on the activities of the Association which shall be considered by the committees and submitted to the Annual General Meetings. Maintaining a Membership Register of Members. Maintaining the attendance register of meetings. Receiving, preparing and dispatching all correspondence on behalf of the Association.

The General Secretary shall ensure that all books, documents, papers, records etc. are duly maintained and preserved under his care. The General Secretary shall be entrusted with the safe keeping of the common seal of the Association.

General Secretary will have a financial power of Rs 25,000/- to meet any contingency expenses in consultation with the President or Treasurer by email and the same should be ratified by the MC

7(e). Treasurer: The Treasurer is, except as otherwise ordered by the Managing Committee, is empowered to receive or pay on behalf of the Association all income arising from (a) Admission fee as approved by the Management Committee (b) Budgeting & Providing revenue from the organized events (c) Donations etc. approved by the Managing Committee (d) To sign cheques jointly with either the Vice-President, or the General Secretary or Joint Secretary of the Association.

The Treasurer shall have the charge and custody of all the funds of the Association and be responsible for all funds, investment of funds in fixed deposits/ securities/ receipts, and disbursements of the Association funds and shall deposit all funds of the Association in nationalized bank or any other bank/s as may be selected or approved by the Managing Committee. He shall receive, give and preserve proper receipts for payments made to the Association and all the money disbursed by the Association. He shall render full statement of the financial condition of the Association whenever requested to do so by the President or by the Managing Committee. He shall perform such other duties as are incidental to the office of the Treasurer or as may from time to time be assigned to him by the Management Committee or as may be prescribed by law or by these Rules and Regulations or by the bye-laws, if any

Four (04) Office Bearers of the Association namely 1. Vice President, 2. General Secretary 3. Treasurer 4. Joint Secretary shall be the authorised signatories to operate the Current/ savings bank Account and internet banking. All the cheques shall be signed by any two of the above authorized signatories at one time one of which shall be the treasurer, to be honoured by the concerned bank for payment. If for any reason of absence or resignation or otherwise, the treasurer is not available for signing cheques, the same can be signed by any other office bearer from the above subject to the written consent by the treasurer. The MC will make necessary arrangement with the bank in this regard. In case Treasurer refuses to sign the cheque/s due to any reason (Payments duly approved by MC), then the matter should be referred to the MC and on approval of MC, the other authorized signatories could sign the cheque/s on behalf of the Association to avoid any delay. However, cheque/s issued in the absence of Treasurer will be brought to his knowledge or cheque issued on his refusal to sign a cheque payment duly approved by the MC or Association will be notified to the treasurer by Email.

The Treasurer shall perform such other duties as are incidental to the office of the Treasurer or as may from time to time be assigned to him by the President or Managing Committee as may be prescribed by law or by these Rules and Regulations or by the bye-laws, if any

The Treasurer shall also to coordinate with the Chartered Accountant/Auditor regarding GST, Income Tax, TDS and other tax related matters and will be solely responsible and accountable for all time bound actions/ statutory compliances with respect to the Association. Treasurer has to present quarterly statement of Income and Expenditure to the Managing Committee.

The Treasurer shall present an Annual Report and Audited Balance Sheet of the Association to the Committee (minimum 60 days prior to the prescribed date by the Government regulations), who shall consider Annual Report and submit it to the Annual General Meeting. All payments made on account of the Association shall be subject to the approval of the Managing Committee

7(f). Joint Secretary: Joint Secretary: The Joint Secretary shall perform all duties of General Secretary

a) in his absence or
b) unavailability of the General Secretary to attend to/ perform his duties; at the request of the President.

The Joint Secretary shall also perform such other duties as may be delegated to him from time to time by the President in the absence of the General Secretary. The Joint Secretary shall be reporting to the General Secretary and the General Secretary may forward him the day-to-day queries from members for taking appropriate action in consultation with the General Secretary. The Joint Secretary has to scrutinize applications and required documents in original/soft copies for Membership in terms of these Rules and may appoint/nominate member/s for inspection of applicant’s credentials wherever necessary.

Membership Committee shall be constituted by the Managing Committee in the chairman ship of Joint Secretary.

8. MEETINGS:

8(a). General House Meeting (GHM)

A meeting of members of the Society to interact, deliberate, discuss, update, presentation etc. amongst the members shall be called as general meeting or general house meeting alternatively.General house meetings shall preferably be held on 3rd Saturday with minimum six meetings in a year. In case MC decides to have more meetings, they can be rescheduled.

Ten days' prior notice (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place the day and the time of meeting. The general nature of that business/agenda shall be given in manner hereinafter mentioned or in such other manner, if any as may be prescribed, by the General Secretary, to such persons as are by these Rules and Regulations entitled to receive such notices from the Association, but the accidental omission to give notice to or non-receipt of the notice by any member shall not invalidate the proceedings at any meeting. For Notice by email, date on which the same is sent by email of the Member as provided by him to the Association, it shall be deemed to have been served on that very day. Minutes of the general house meeting will be circulated with 15 working days from the date of meeting to its members.

At least 25 (Twenty-Five) members will constitute the quorum for the GHM meeting. No business shall be transacted at any GHM unless there is a prescribed quorum for the said meeting at a time where the business of the meeting is due to commence and the meeting can be adjourned for lack of quorum.

The adjourned meeting will be reconvened on such date and time as may be convenient and by giving at least 7 days' notice to its members.

In case the meeting is called upon the requisition of the Active Members shall stand dissolved.

8(b). All meetings of the Association may be held at such time and place in N.C.T. of Delhi or any other place in India as the Managing Committee may determine. The mode of conducting the meetings can be physical, virtual or hybrid as may be decided by the Managing Committee. The mode of conducting the meeting will be duly mentioned in the prior notice.

8(c). Extra ordinary General Meeting (EOGM)

The Managing Committee may, whenever it may deem fit, call an Extraordinary General Meetings (EOGM).

It may also be called by not less than 1/10th of the Active Members of the Association in the same manner in which such meetings are to be called by the Managing Committee.

All business shall be deemed special that is transacted at an extraordinary meeting. The General Secretary shall issue a Notice of the EOGM to all active Members of the Association by email/ any other means by giving them 10 (Ten) days' notice. For Notice by email, date on which the same is sent to the member on their email as provided by them to the Association, it shall be deemed to have been served on that very day.

At least 30 (Thirty) Active members present will constitute the quorum for Extra Ordinary General Meeting.

No business shall be transacted at any Extra Ordinary General Meeting unless there is a quorum at a time where the business of the meeting is due to commence, If within half an hour from the time appointed for the Extra Ordinary General Meeting, the quorum is not present, the EOGM shall be adjourned for 15 (fifteen) minutes on the same day, which should be specified in the notice calling the Extra Ordinary General Meeting. Provided that at the adjourned meeting, no quorum shall be necessary. In the event the Extra Ordinary General Meeting is adjourned for any reason other than the lack of quorum, it may be reconvened on such date and time deemed appropriate, provided that a minimum of five (5) days' prior notice is given to all members

Provided further if the Extra Ordinary General Meeting called upon the requisition of the Active members of the Association (ADTOI) it shall stand dissolved. If within half an hour from the time appointed for the EOGM, the quorum is not present During the Extra Ordinary General Meeting voting shall take place by show of hands or by secret ballot if demanded by at least 51% Active Members present and voting by secret ballot to be exercised under the direct supervision of any two office bearers to be nominated by MC for the purpose as "Election Observers". We can add same terms as above if approved.

8(d). Annual General Meeting (AGM)

The Annual General Meeting shall be convened within 6 months after the close of the financial year i.e., 31st March/ or as decided by the GOV in future every year with all Statement of Accounts and financial details of the Association. The General Secretary shall issue a Notice of the AGM to all Active Members of the Association by email/ any other means by giving them 21 (Twenty one) days' notice. For Notice by email, date on which the same is sent to the member on their email as provided by them to the Association, it shall be deemed to have been served on that very day. It may also be called by not less than 1/10th of the Active Members of the Association in the same manner in which such meetings are to be called by the Managing Committee

At least 30 (Thirty) Active members present will constitute the quorum for Annual General Meeting.

No business shall be transacted at any Annual General Meeting unless there is a quorum at a time where the business of the meeting is due to commence

If within half an hour from the time appointed for the Annual General Meeting, the quorum is not present, the Annual General Meeting shall be adjourned for 15 (fifteen) minutes on the same day, which should be specified in the notice calling the Annual General Meeting. Provided that at the adjourned meeting, no quorum shall be necessary.

In the event the Annual General Meeting is adjourned for any reason other than the lack of quorum, it may be reconvened on such date and time deemed appropriate, provided that a minimum of five (5) days' prior notice is given to all members Provided further if the Annual General Meeting called upon the requisition of the Active members of the Association (ADTOI) it shall stand dissolved. If within half an hour from the time appointed for the Annual General Meeting, the quorum is not present

During the Annual General Meeting, voting shall take place with the consent of at least 51% Active Members present and voting by secret ballot to be exercised under the direct supervision of any two office bearers to be nominated by MC for the purpose as "Election Observers".

9. PROCEEDINGS AT MEETINGS

9(a). The elected president will preside as chairman in all meetings of the association. If the president is unavailable, then the senior Vice president will act as the chairman. If the president and senior VP are unavailable, then the Vice president will chair the meeting.

9(b). If President, Senior Vice President and Vice President are not present in any of the Meeting or if all the three of them are unable to act as Chairman for any reason, then OB's (Office Bearers) & EC's (Executive Council Members) present shall appoint a person from among OB's as Chairman. In case no Office Bearer is present, then meeting shall stand adjourned.

9(c). The Chairman may, with the consent of Members present at any meeting at which a quorum is present (and shall if so directed by the Members of the meeting), adjourn the Meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the previous Meeting that was adjourned. When a meeting is adjourned for twenty one days or more, notice of the adjournment shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of the adjournment or of the business to be transacted at an adjourned meeting

9(d). At any General House Meeting a Resolution put to vote of the meeting shall be decided by show of hands, unless a poll by secret ballots (before or on the declaration of the result of the show of hands) is demanded by at least 51% active Members present and unless a poll is so demanded, a declaration by the Chairman, that the Resolution has by show of hands, been carried, or carried unanimously, or by a particular majority, or lost and an entry to that effect in the book of the proceedings of the Association, shall be conclusive of the fact that of acceptance or rejection of the resolution.

9(e). If a poll is duly demanded, it shall be taken in such manner as the Chairman directs, and the result of the poll shall be deemed to be the Resolution of the meeting at which the poll was so demanded

9(f). In the case of an equality of votes, whether by show of hands or in a poll, the Chairman of the meeting shall have casting vote

9(g). A poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the Chairman of the meeting directs

10. **VOTE OF MEMBERS**:

10(a). Only Active member shall have the right to vote in elections who have been active members for 90 consecutive days on the date of notification of election and who have paid their dues within the cutoff date given by the RO.

10(b). In any AGM/ EOGM meeting no active member shall be entitled to attend & vote in his own right, if there are any dues pending against such member or have not completed last 90 days as an active member on the date of notification of the meeting.

11. **MANAGING COMMITTEE – Powers, Duties & Responsibilities**

11(a). Meetings of the Managing Committee shall, as a general practice, be convened on the First Saturday of each month, or on such other date as may be determined by the General Secretary in consultation with the President, for the purpose of reviewing reports, deliberating on matters of relevance, and discussing agenda items as may be set from time to time.

Notice of such meetings shall be issued by the General Secretary of the Association at least four (4) days in advance, and shall be sent via email to each Managing Committee Member at the email address recorded in the official records of the Association. Such notice shall be deemed to have been duly served on the date of its dispatch.

The quorum for a valid meeting of the Managing Committee shall consist of at least seven **(7) members**, including a minimum of two (2) Office Bearers and two (2) Executive Committee Members.

11(b). VACANT POST: In case any vacancy arises by way of resignation or otherwise, the same will be filled by conducting an election within 90 days of arising of such vacancy only if the remainder of the term of such office bearer is 9 months or more. In case the remainder of the office bearer is less then 90 days, the MC can also appoint an acting office bearer for the remainder of the term subject to the approval by the MC.

In case of Executive council member (EC) consequent upon the acceptance of resignation by Managing Committee, the decision to fill the vacancy shall be taken by Managing Committee subject to minimum -6- EC otherwise the position of EC will be filled by way of election within 90 days, provided the remaining term is more than 09 months.

11(c). The members of the Managing Committee may convene meetings as deemed necessary for the conduct of business and may adjourn or otherwise regulate such meetings at their discretion. Decisions at any meeting shall be determined by a majority vote of the members present and eligible to vote. However, no member shall vote on any contract or arrangement in which they have a direct or indirect interest, nor shall their presence be counted towards the quorum during the consideration or voting on such matters. Any vote cast by such a member in contravention of this provision shall be deemed invalid.

In the event of a tie in votes, the Chairman shall have a second or casting vote. The General Secretary of the Association shall summon a meeting upon receiving a requisition from Managing committee member of the Association.

11(d). Notwithstanding any vacancy or defect in the composition of the Managing Committee, the continuing members thereof shall be entitled to exercise the powers of the Committee.

However, if and for so long as the number of members of the Managing Committee is reduced below the minimum number prescribed under the Rules and Regulations of the Association, the continuing members shall exercise their powers solely for the purpose of:

a) Filling the vacancies so as to restore the Managing Committee to its prescribed minimum strength by the way of election; or
b) Convening an Extra Ordinary General Meeting of the Association.

The Managing Committee, in such a diminished capacity, shall not act for any purpose other than those specified above until the requisite minimum number of members has been duly reinstated in accordance with the Rules.

11(e). Sub-Committees: The Managing Committee shall constitute Sub-Committees of two or more persons and may delegate any of its functions, duties or powers upon the said Sub Committees; any Sub-Committee so formed shall in the exercise of the powers so delegated conform to any regulation that may be imposed on them by the Managing Committee. The sub-committees shall work and carry out activities as prescribed by the Managing committee to advance the objectives of the association. The MC shall have unrestricted power to dissolve/alter the constitution of such sub-committees at its discretion.

11(f). The meetings and proceedings of any Sub-Committee of the Managing Committee shall be governed by the provisions therein contained for regulating the meeting and proceedings of the Managing Committee in so far as the same are applicable thereto and are not superseded by any regulation made by the Managing Committee.

11(g). All acts performed by any meeting of the Managing Committee, any Sub-Committee thereof, or by any individual acting as a member of the Managing Committee shall be deemed valid and effective, notwithstanding any subsequent discovery of a defect in the appointment, election, or qualification of any such members or individuals. Such acts shall be considered as if every person involved had been duly appointed and qualified to serve as a member of the Managing Committee.

Any defect or irregularity in the qualification or appointment of Office Bearers, Executive Committee Members, or other officials of the Association shall not invalidate their actions or decisions, nor shall it impede or interfere with the functioning of the Association under any circumstances. The continuity and operations of the Association shall remain unimpaired and unaffected by such issues.

11(h). The Managing Committee shall have full control and authority over the funds of the Association and may exercise all such powers and undertake all such acts and matters as may be necessary for or incidental to the objectives of the Association. In particular, the Committee shall have the power to raise, borrow, or secure the repayment of any sums of money in such manner and upon such terms and conditions as it may deem fit. However, such accounts of the association shall be audited as per the income Tax Act.

11(i). The Management Committee shall have the authority to invest and manage any funds of the Association that are not immediately required for its purposes. Such investments may be made in bank fixed deposits, assets, office properties, bank deposits, including immovable property of any tenure, as determined by the Managing Committee from time to time, in accordance with the provisions of the Income Tax Act and the rules framed thereunder. The Managing Committee shall further have the power to sell, vary, or realize all or any part of such assets, properties, bank fixed deposits, or investments as may be deemed necessary or expedient in the best interests of the Association.

The Managing Committee shall be empowered to consider and approve any request received from an existing member of the Association for a change in the name or constitution or GST/PAN no of the member entity, provided that such change does not result in a change of ownership or control of the entity.

Approval may be granted upon submission of documentary evidence supporting the change, including but not limited to updated statutory registrations (e.g., PAN, GST, ROC filings), a fresh application along with all other requisite supporting documents, in compliance with the membership criteria as prescribed in the MOA and upon the Managing Committee being satisfied that the legal identity and continuity of the entity remain intact.

Upon approval, the membership shall continue uninterrupted, the original date of joining the Association shall remain unchanged for all purposes, including tenure, contesting election, voting rights, and seniority; and the member's records shall be updated accordingly in the official register of the Association.

The decision of the Managing Committee in this regard shall be final and binding.

In case of any court case or any dispute, involving the members of the Managing Committee, its staff or ADTOI, legal advice and recourse may be taken by the MC. Legal expenses on this account would be borne by the ADTOI.

RIGHTS OF MEMBERS

Members whose subscriptions have been fully paid shall have the following rights: -

(a) To receive notices of all meetings of the Association and attend the same.

(b) The right to vote at the Annual General Meeting/Extra-Ordinary General Meeting of the Association will rest with the active members only and each company / proprietor / firm shall have one vote. The right to vote by proxy only for outstation members except Delhi NCR members, with written authority letter can be exercised provided prior information is given to the Hony. Secretary at least 72 hours prior to the date of AGM/EOGM.

(c) To carry out inspection of the audited accounts of the association or receive a copy thereof;

12. **ELECTION PROCESS: -**Appointment of Returning Officer, Notice and Conduct of Elections

12(a). Appointment of Returning Officer The Managing Committee shall appoint a Returning Officer who should be a respectable person from the industry or any professional like CA, Advocate, retired judge, or retired bureaucrat or an independent person etc., as it deems appropriate. Returning Officer cannot be an active member of the association. The Returning Officer shall be responsible for overseeing the entire election process in accordance with the Rules and

Regulations of the Association.

12(b). Notice of Election
Notwithstanding anything to the contrary contained herein, the Returning Officer shall dispatch a written notice of the election ("Election Notice") to all members of the Association not less than forty-five (45) days prior to the date fixed for the election. Mentioning the eligibility criteria for candidates, and procedure to be followed for nomination, withdrawal and voting, in accordance with the Rules and Regulations of the Association.

12(c). Contents of Election Notice
The Election Notice shall, in the prescribed form, specify at minimum:

i. Number and particulars of posts of Office bearers & Management Committee members.
ii. Date of submission of Nomination Forms.
iii. Date/s for scrutiny of the nominations.
iv. Date of display of list of eligible contestants for each post.
v. Date of withdrawal of nominations in writing through withdrawal form in person or scan withdrawal form by registered email.
vi. Date of display of list of final eligible contestants for each post.
vii. Date of postal ballots dispatch
viii. Last date for receiving postal ballots
ix. The date, time and place of the election
x. Date of counting of votes. And;
xi. Date of declaration of result.

All the contestants shall endeavor to cooperate with the Returning Officer ("RO") during the election.

12(d). Nomination of Candidates

The Election Notice shall invite submission of nomination papers for aspirants, each nomination to be proposed and seconded by two Active Members of the Association. Contestant, proposer and seconder must have paid all their respective dues up to the cut-off given by RO.

12(e). Submission of Nomination Papers

Completed nomination papers, in the form prescribed by the Returning Officer. Such papers must be received by the Returning Officer in accordance with the timetable set forth in the Election Notice.

12(g). Queries and Clarifications
Any query arising from a member or candidate in relation to the election process shall be addressed solely by the Returning Officer.

12(g)(i). The terms "Contestant" shall mean the authorised representative of the member entity in ADTOI records and should be representing his/her company in ADTOI for a minimum period of one year as on the date of notification of elections.

12(g)(ii). The election of the Managing Committee of the association shall take place for every 2 (two) years term only. In case, any member of Management Committee ceases to be a member after his/her election, the period during which he/she remains member will be deemed to be the full term of that member in Management Committee.

12(g)(iii). The office bearers of the Managing Committee shall be eligible for election to the same post for two terms only. However, the outgoing/ past office bearer of the Managing Committee is/are entitled to contest for upward post (i.e. for a post upward than the one that was being held) at the elections. Under no circumstance no office bearer can contest for a post which is below the last held post by the office bearer. Once an OB, cannot contest for the post of EC.

12(g)(iv). Any person who wishes to contest for the post of Office Bearer/EC member should be an active member or an authorized representative of the active member. Any authorised representative of an active member intending to contest elections should remain to be authorised till the conclusion of the election or if elected till the term is concluded. Revocation of the authorised representative status by the active member will automatically lead to the disqualification of such authorised representative and should be representing his/her company in ADTOI for a minimum period of one year as on the date of announcement of elections.

A member who is contesting for the Office Bearers Post should have completed one term as EC or OB from the same company, from which he is contesting now in any of the previous Managing Committee.

12(g)(v). To contest for the post of Office Bearers, an Active Member contestant must have completed one term as Executive Council (EC) Member from the same company from which he is contesting now in any of previous Managing Committee.

The maximum tenure in the managing committee should not exceed more than 12 years combining all the posts of EC/ OB.

12(g)(vi). To contest for 8 EC Members an Active Members should have already completed last two years as an active member on or before the date of notification of election by the RO.

12(g)(vii). In the event of a tie, where two or more candidates contesting for the same post secure an equal number of votes and the number of remaining vacant seats is fewer than the number of tied candidates, the final selection for the remaining seat(s) shall be determined by a draw of lots.

Such draw shall be conducted immediately after the declaration of election results by the Returning Officer, and only among the candidates who are tied. The outcome of the draw shall be final and binding.

In case of membership to any entity i.e. company/partnership/LLP, such member shall only be entitle to recommend only 1 name from its entity and no entity/active member can hold more than one post within the association. Accordingly, only one representative from a member company shall be eligible to contest in the elections.

This restriction also extends to the position of Immediate Past President. No other representative from the same company as the Immediate Past President shall be eligible to contest in the elections.

Furthermore, where an individual is the designated representative of more than one Active Member Entity of the Association, that individual shall be entitled to contest elections on behalf of, or to act as representative of, only one such Member Entity at any given election of the Association.

12(g)(viii). The Member contesting the election should ensure that his /her membership subscription or any other dues is paid up-to-date and also the membership subscription or any other dues of both proposer and seconder are also paid up-to-date. The contesting member is required to submit the following along with the Nomination Form:

1) A declaration duly signed by the contestant (as per the prescribed proforma provided by the RO).

2) A self-attested copy of a valid GST certificate.

3) The Nomination Form, duly proposed and seconded by two active members whose dues are also paid up-to-date.

12(h). An outgoing Managing Committee member shall be eligible to contest in the election for the upcoming term only if he/she has attended at least sixty percent (60%) of the total meetings (including both physical and virtual meetings) held during the incumbent term. This may be applied retrospectively.

12(i). Only an Active member of the Association, as defined in clause 4a) and completed last 2 years as an active member is eligible to contest for election of the ADTOI Managing Committee.

12(j). Any contestant / Eligible voter of the Association who is eligible to vote may inspect the above nomination papers with the consent of RO with prior appointment in the administrative office of the Association.

The elections for the Managing Committee shall be by secret ballot which includes physical printed ballot. As an alternate E-VOTING can also be considered to be conducted by any recognized agency approved by Government of India reliable and reputed neutral agency.

12(k). Only candidates who satisfy the eligibility criteria set forth in Rule 4a) of the Association's Rules and Regulations shall be qualified to contest for election to the Executive Committee or for any Office-Bearer position. Such candidates must strictly adhere to the timetable prescribed for the submission and withdrawal of their nomination papers

A new active member who has completed last two years with the Association as an active member should only be eligible to contest election of the Managing Committee.

The Active members as defined under Rule 4 a) will have the right to elect Managing Committee of the Association.

12(l). No Office Bearer or EC (Candidate) shall be eligible to file nomination in case he/she holds any post in any other National Travel Trade Associations as Office Bearer or EC at the time of nomination for a post in the elections of the Association (ADTOI) Managing Committee or any time during the tenure.

12(m). Any vacancy arising in the Managing Committee may be filled by the election. The person so elected shall remain member of the managing committee till the expiry of the prevailing managing committee's term. The term of the so elected member will be considered a full term.

12(n). The contestants shall have to sign an undertaking with the association, at the time of nominations, which shall also include mutual discussion to peacefully resolve the dispute. The contestant shall expressly undertake in the above mention undertaking that any fault with qualification/appointment of OB/ EC Members or other officials of the Association shall not invalidate the actions and functioning of the OB/ EC Members or other officials of the association as the case may be and waive any right to seek any injunction against the functioning of the association as per clause of the undertaking. The functioning of association shall not be interfered under any circumstances.

12(o). Proxy voting not allowed. However, in case First Representative is not available for any reason, then the second Representative of the Company (As per ADTOI Records) is allowed to cast the vote on behalf of concerned Active Member. All Outstation Active Members will vote through postal ballot. However, in case any outstation active member wants to vote in person he/she should inform the RO of his/her intention by the date of withdrawal of nomination. In this case postal ballot will not be sent to that member. Postal Ballot shall be provided to the outstation Active Members by the Returning Officer by Speed Post / courier on their available addresses with the Association. All such Members shall send the postal vote to the Returning Officer by Speed Post / courier only. However, in case of out station postal ballots are not received by the member due to any various exceptional reasons like climatic conditions, labour unrest, political unrest, Government decisions etc. RO's discretion will apply to allow to vote in person or not.

12(p). Printing of Ballot Papers should be under strict supervision of

Returning Officer. RO should be responsible for safe custody of Ballot Papers during the entire election process is complete and further for a period of 7 days from date of pronouncement of results by RO and thereafter RO shall hand it over to The President/ General Secretary of the Association for proper disposal

12(q). The Process of printing of Ballot papers should start immediately after the list of valid contestants is declared by the Returning Officer. Each ballot paper should be serial numbered on counterfoil to keep record of eligible voters. General Secretary to provide updated list of eligible Active Members to the Returning Officer as per cutoff date and RO should notify the same to the members immediately.

12(r). A contesting candidate may appoint -1-representative as his observer for the date of polling

12(s). On request, all contestants should be provided updated list of eligible voters along with their email ids and mobile nos. by the RO immediately after display of final list of eligible contesting candidates. The list to RO will be provided by General Secretary of the Association.

12(t). In case if any member has filed any lawsuit/proceeding or petition in any court of law or tribunal challenging the veracity and correctness of any decision of the RO or any result of elections declared by RO or against the MC, such member shall not be entitled to seek any privileged information/ communication regarding such sub-judice matter either from the RO or the MC or in the GHM.

12(u). Effort should be made to implement ONLINE voting. This will eliminate misuse and ambiguity. If online voting is not feasible the idea of having electronic voting machine should be explored.

12(v). In case of mid-term election arising out vacancy/resignation of MC member, any sitting OB/EC desirous of contesting to any vacant post should first submit their resignation from the post already held.

12(w). Only the Active Member shall only be allowed to contest the election of the Managing Committee of the ADTOI, who has already completed last -2- years as an Active Member with the Association on or before the date of announcement of election by the RO **and all dues of such members must have paid up to date**

13.POWERS & Responsibilities OF RETURNING OFFICER

13(a). The Returning Officer is appointed to oversee and ensure the conduct of free and fair elections, as well as to ensure that the election process is carried out in accordance with the schedule announced by the Returning Officer.
That the powers of the RO shall be limited to the Rules as specified herein below:

13(b). After the announcement of Election Schedule, all decisions pertaining to elections shall be taken by the Returning Officer. The complete election process shall be the sole domain of the Returning Officer. The Returning Officer may seek opinion from the contesting candidates/ any other person/ legal advisor of the Association on any matters, contesting candidate have right to give observation in writing against any decision taken by the RO within 24 hours of such decision and RO will resolve the observation in next 3 working days.

RO will ensure conducting a meeting duly inviting all valid contestant after declaration preliminary list of valid candidates and will also brief the election process and will answer any observation on election process/ or candidature of any contestant.
However, the decision of RO shall be final and binding upon all candidates and voters.

Returning Officer shall have power to disqualify the contestant to contest/vote for that particular election for any act which is illegal or contrary to law or is in violation of the said MOA or any other Rules or Regulations of the Association.

13(c). In case the RO recalls/ postpone/ countermand/ cancels/ stay on elections or resigns from his post after the announcement of elections. The managing committee with immediate effect as an interim committee will resume office with full functioning. The new RO

13(d). To ensure free and fair conduct of the Elections, there shall be 02 independent Observers to oversee the process of Elections of the Association. The nomination of observers shall be the sole discretion of RO (Returning Officer) in consultation with the Managing committee, comprising two (2) impartial and non-contesting individuals. may include senior Allied members of the Association /travel trade or independent professionals (e.g., a retired judge, senior chartered accountant or legal advisor) with no vested interest in the election outcome.

13(e). Upon the issuance of the election notification by the Returning Officer, the Model Code of Conduct shall come into immediate effect. From such date, the existing Managing Committee shall stand divested of all powers, including financial authority, except for the purpose of incurring routine operational expenses, election-related expenses, expenses arising from unforeseen exigencies, or expenses that have been duly approved in prior Managing Committee meeting(s) provided that intimation of such expenditure is given to the Returning Officer.

The existing Managing Committee shall not undertake any new decisions, actions, or exercise of authority that may, directly or indirectly, alter or interfere with the election schedule, process, conduct, or outcome in any manner whatsoever.

13(f). In case of any indiscipline by the contestant/s and or Member/s of the Association during the election process i.e. from date of issue of 'election notification' to 'date of declaration of results' for the posts of Managing Committee of the Association, RO has a right to debar the contestant from contesting the election/voting in the election. The decision of Returning Officer shall be final and binding on all the contestant and members. The RO shall also have the power to suspend any contestant and nullify its nomination.

13(g). Chapter/s
13(h). Chapters working and election will be governed as Bye Laws of the association.

Essential Certificate

Certified that this is the correct copy of the MOA, Rules and Regulation and By-Laws of the Society. Authorized Signatories (OBs / ECs)

Ved Khanna, President

Rajat Sawhney, Sr. Vice President

Ashish Sehgal, Vice President

Dalip Gupta, General Secretary

Manoj Varshneya , Treasurer

Neetish Gupta, Jt. Secretary

EC Members:

Ashok Chanchlani	Atul Singh	Bashir Ahmad	Devi Ram Chauhan
Harish Varma	Kuldeep	Surinder Singh Jarial	Vinay Ahuja

Signed on Dt: