



# ગુજરાત થિયોસોફિકલ ફેડરેશન Gujarat Theosophical Federation

ભાવનગર / Bhavnagar  
Pin : 364002

Letter No GTF / Genl./ 2023/ 1

Dated at the Ahm. 21-07-2023

## Instructions

On creation of post of Associate Secretary in Gujarat theosophical federation, Bhavnagar & accordingly, on holding the charge of Associate Secretary of GTF by Shri Prashant K. Shah, Surat is hereby ascertain the following task to attend regularly on honorary basis. He will be entitle for convenience charges while performing his duty in other than Surat City for the work of GTF. It will be actually GSRTC fares or railways second-class fares.

### Duties of associate

- 1 He will prepare a up to date list of members of GTF including lodges.
- 2 He will under take a process on new members forms received by GTF time to time & also persuade with to get diplomas of new members. He will ensure the proper distributions of diplomas duly maintaining proper records preferably on computer.
- 3 The important letters addressed to President / Secretary shall be acknowledged as per the direction given time to time.
- 4 Every Year about 25% lodges should visited on regular interval under intimation to president / secretary & its reports must be submitted after visit.
- 5 He will coordinate with all the lodges to maintain a computerised list of books duly numbering properly.
- 6 He will also create a team of workers at different places.
- 7 He will maintain sound & cordial relations with president / secretary & entire body by keeping initiative efforts.
- 8 Other works ascertain to him by president / secretary.

This is for the betterment of federation & it's functioning.

With best wishes,

(Harshavadan Sheth)  
President

Copy to

Shri Prashant K. Shah, Asso. Secretary for information & necessary action. 2 Hon. President of Indian Theosophical section, Varanasi, for information only. 3. Hon, President of GTF for information only. 4 All lodges for information only