

## **12.) Roles and Responsibilities of Local Organizing Committee (LOC)**

- (A) Dates for Annual Conference: The LOC will suggest suitable dates. All efforts should be made to hold the conference annually, in early part of September, so that the mandatory requirement of Income Tax Return filing can be completed in time without any penalty or complications and the Audited Accounts can be passed in the GBM and rectification carried out, if there is any query, before filing the return. Since the society is registered under sections 80G and 12A of Income Tax Act, it is mandatory to have audit of accounts by a stipulated date, which is currently, 30<sup>th</sup> September.
- (B) The responsibility of hosting the meeting shall lie with the Local Organizing Committee (LOC). LOC may associate itself with local ophthalmologic association of the city only for the purpose of obtaining CME/ CPD credit points from the state medical council if required. However, the conduct of conference will be the sole responsibility of the LOC consisting of GSI members. A team of five local GSI members, on behalf of LOC, will be responsible for co-ordination with the GSI office in relation to the annual conference.
- (C) Central team of GSI will provide a broad guideline and the finer details will be looked after by the LOC in consultation with the GSI office.
- (D) Registration and Trade collection will be deposited in the GSI account, though the fund generation will be the joint responsibility of LOC and GSI.
- (E) If required, a conference account may be opened in the name of “GSICON 20xx” (year will keep changing with each annual conference) by the LOC with Pan Card, Tan Card and GST number of GSI. Seed money will be provided by GSI for day to day expenses. GSI will transfer more money to the LOC account as and when required.
- (F) All major payments will be made by GSI directly against a proper bill/ proforma invoice (including GST details of the vendor).

- (G) Any payments made by the LOC should preferably be by cheque/ online against a proper bill. Petty cash expenditure can be made against a cash voucher.
- (H) LOC/ GSI should take care of upto two/three visits of the President, Secretary and Treasurer as the need arises for the selection of venue, signing necessary agreements and overseeing the arrangements of annual conference.
- (I) A proper budget of estimated income and expenditure should be prepared in the beginning of the conference and the preparation process should be coordinated jointly by the GSI office bearers (President, Secretary and Treasurer) and the Organizing Secretary of the conference.
- (J) It will be the duty of the Treasurer of the LOC to send the statement of income and expenditure of every month by the 5<sup>th</sup> of the subsequent month. This will be collated after incorporating expenses from the GSI office to file the TDS and GST return. This is necessary to fulfill the mandatory requirement for compliance of GST and TDS matters.
- (K) The final statement of income and expenditure account (and if needed, an audited account), with all supporting papers like bills, bank statement, receipts etc., should be sent to the GSI office as soon as possible, but not later than 3 months after the conclusion of the conference.
- (L) It may be noted that non-compliance with the financial rules and regulations of the government attracts interest and penalty. Hence, due seriousness and diligence is expected from all concerned.
- (M) Every local GSICON account will be closed fully and finally as early as possible as but not later than the last day of February of the subsequent year of the conference.

- (N) LOC/ GSI should try to provide complimentary registration to all the faculty provided funds and the law prevailing at the time of holding the conference permit. Local hospitality in the form of shared accommodation should be limited to approximately 50% faculty members with the criteria mentioned in clause 11 (B) above. Non-ophthalmologist spouses of faculty can attend the conference by registering as Associate delegates. However, they may be charged Early Bird price rates only. The ophthalmologist spouses, if they want to attend the scientific sessions, need to register as delegates. If any faculty entitled for shared accommodation opts for individual accommodation, he/she will have to pay 50% of the room charge.
- (O) Formulation of the scientific program of any GSI conference will be worked out by the President and Secretary of the GSI. However, the implementation of the schedule and its logistics will be the responsibility of the LOC.
- (P) The functions and programs scheduled for late evenings of the conference will be henceforth named as “EVENING INTERACTIVE SESSION”