

# GRAND LODGE OF INDIA



**RW Bro. AJAY BHARGAVA**  
Grand Secretary



Freemasons Hall, Janpath, New Delhi-110001  
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Email: grandlodgeofindia1961@gmail.com

No.501(18)  
(Circular No.20/18)

30<sup>th</sup> November 2022

To

Secretaries of daughter Craft & Mark Lodges  
Scribes E of daughter Chapters  
Scribes of RAM Lodges

Dear Sir and Brother/ Companion,

As you may be aware, it is mandatory to send Summons of your Lodge/Chapter/Mark/RAM Lodge meetings to certain Grand Officers namely MW the Grand Master, Deputy Grand Master and Assistant Grand Master in Craft, Mark and RAM Lodges and First Grand Principal, Second Grand Principal and Third Grand Principal in Chapter. Please find below their names, postal addresses and e-mail addresses for the said purpose:

## CRAFT LODGES

MW the Grand Master	Deputy Grand Mater	Assistant Grand Master
Mr Anish Kumar Sharma R-756 New Rajinder Nagar NEW DELHI-110 060 Email:anishsharmagli@gmail.com	Mr Zawareh H Wadia Manorath 1 French Garden Next to Wadia Womens College, Athwa Lines Surat-395001 E-mail: <a href="mailto:zawareh1@hotmail.com">zawareh1@hotmail.com</a>	Mr Puneet Sohal D-159, 3 <sup>rd</sup> Floor Surajmal Vihar Delhi-110 092 E-mail: <a href="mailto:ar.puneetsohal@gmail.com">ar.puneetsohal@gmail.com</a>

## CHAPTERS

First Grand Principal	Second Grand Principal	Third Grand Principal
Mr Anish Kumar Sharma R-756 New Rajinder Nagar NEW DELHI-110 060 Email:anishsharmagli@gmail.com	Mr Zawareh H Wadia Manorath 1 French Garden Next to Wadia Womens College, Athwa Lines Surat-395001 E-mail: <a href="mailto:zawareh1@hotmail.com">zawareh1@hotmail.com</a>	Mr Sundeep Kumar Jalan D-65 Banquer Avenue Kolkata-700 055 E-mail: <a href="mailto:sunjalan@hotmail.com">sunjalan@hotmail.com</a>

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## MARK & RAM LODGES

MW the Grand Master	Deputy Grand Master	Assistant Grand Master
Mr Anish Kumar Sharma R-756 New Rajinder Nagar NEW DELHI-110 060 Email: <a href="mailto:anishsharmagli@gmail.com">anishsharmagli@gmail.com</a>	Mr Ashok Kumar Sharma A-3/812 Block 13 Kailash Dham Sector 50 Noida-201301 E-mail: <a href="mailto:aks_1953@yahoo.com">aks_1953@yahoo.com</a>	Dr Anjan Chakravarty 61/2 Sarat Bose Road Kolkata-700 025 E-mail: <a href="mailto:anjan61@yahoo.co.in">anjan61@yahoo.co.in</a>

You are requested to send a copy of Summons to Grand Lodge Office at least 10 days before the date of the meeting for our records. The Summons may be send electronically to [office@grandlodgeofindia.in](mailto:office@grandlodgeofindia.in) or as a hard copy by Courier/Speed Post.

A copy of format of Summons is enclosed for your use. The form and format is as per the Points of Procedure and Protocol Book and are to be followed by the Lodge.

With Best Wishes

Yours Fraternally

**AJAY BHARGAVA**  
Grand Secretary

Copy to: MWGM  
Deputy Grand Master / Second Grand Principal  
Assistant Grand Master  
Third Grand Principal  
Deputy Grand Master in Mark  
Assistant Grand Master in Mark  
Regional Grand Secretary/Scribe E, RGL/RGC/RGML of EI/NI/SI/WI

# SUMMONS

## 1. Form of Summons

The Summons of a Daughter Lodge meeting shall contain the following information:

- a) Date, Place and Time of meeting; whether Regular, Emergent or Installation.
- b) Names of Officers of the Lodge, Names of Honorary Members (in order of precedence according to their Grand Rank), addresses and telephone numbers of the W.M., Treasurer, Secretary and the Director of Ceremonies.
- c) Dress Code.
- d) Statement of dues.
- e) Status of Membership (as per G.L.I. directive).

## 2. Despatch of Summons

- a) The Summons shall be dispatched at least 10 days prior to the date of the meeting.
- b) In case of a preponed meeting the Summons, after obtaining Dispensation from the Regional Grand Lodge should be dispatched at least 10 days prior to the meeting.
- c) In case of a postponed meeting the Summons, after obtaining Dispensation from the Regional Grand Lodge should be dispatched at least 7 days prior to the date of the regular meeting.
- d) In case of an Emergent meeting the Summons after obtaining Dispensation from the Regional Grand Lodge, should be dispatched at least 7 days prior to the date of the meeting.
- e) The Summons should be sent to all Honorary and Subscribing Members of the Lodge as also to the Grand Lodge & Regional Grand Lodge Officers as required by G.L.I. and R.G.L.
- f) In case of a Memorial Service for a brother, the Summons should be sent as early as possible.

## 3. <sup>Format</sup> Format of Summons

- i) To open the Lodge.
- ii) To salute the W.M.
- \*iii) To read the Dispensation (in case of preponed, postponed or Emergent Meeting).
- iv) To read the Summons convening the meeting.
- v) to read, confirm and sign minutes of ... (no.) Regular Meeting held on (date) and ... (no.) Emergent Meeting held on (date). (Not applicable in Emergent meetings).
- vi) To read minutes of Lodge Committee meeting held on (date), put to vote the recommendations of the Committee and if approved adopt the same. (Not applicable in emergent meetings).
- vii) To read the application of and ballot for Joining of M/R/V/W/Bro. (full name), Grand/R.G.L. Ranks (if applicable), member of Lodge (name) No...., profession...., resident of (full address) proposed in Regular Meeting of the Lodge held on (date) by (name) and seconded by (name). (In case or more candidates, above details for each be mentioned).

\*viii) To read application(s) of and ballot for Initiation Mr. (name, resident of (address), profession..., Date of Birth..... proposed by (name) and seconded by (name) in Regular Meeting of the Lodge held on (date). (In case of more candidates above details for each be mentioned).

ix) To read the Dispensation for Initiating.... Candidates.

\*x) To initiate into the mysteries and privileges of Freemasonry and two of the above under item viii), if favourably balloted.

\*xi) To test for proficiency in the 1<sup>st</sup> Degree any two of the following:

Names Initiated on...

xii) To open the Lodge in the Second Degree.

\*xiii) To read the Dispensation for Passing... candidates.

\*xiv) To pass to the degree of F.C.F.M. the brethren tested for proficiency under item xi).

\*xv) To test for proficiency in the 2<sup>nd</sup> Degree any two of the following:

Names Passed on...

xvi) To open the Lodge in the Third Degree.

\*xvii) To read the Dispensation for Raising .....candidates.

\*xviii) To raise to the Sublime Degree of M.M. the brethren tested for proficiency under item xv).

xix) To close the Lodge in the 3<sup>rd</sup> Degree.

xx) To close the Lodge in the 2<sup>nd</sup> Degree.

\*xxi) Masonic Talk/Paper on Masonic Education.

xxii) To offer Birthday Greetings to brethren born in the month of .....

Names Date of Birth

xxiii) To transact any other business properly brought forward.

xxiv) To honour the Charity Plate.

xxv) To close the Lodge.

### NATIONAL ANTHEM

#### NOTES

- a) Items marked with (\*) to be put on Agenda, only when applicable.
- b) In item viii) if Can(s) for Initiation be favourably balloted on earlier date (s), their names and date of ballot be given before those under item vii).

IMPORTANT: The ballot is valid for one year only.

- c) If Dispensation for additional Candidates(s) has been obtained for Initiation/Passing/Raising, their names to appear separately first as additional Candidates(s) under respective item.

- d) Special Items such as Passing of Accounts, Voting for G.L.I./R.G.L. boards, Presentation of Certificates, Patent of Appointments, Election of W.M., Treasurer and Tyler for the ensuing year should be taken up after item (xx) in Regular Meetings only.
- e) If official Deputations from G.L.I./R.G.L. are visiting, same should be mentioned after opening of the Lodge in the 3<sup>rd</sup> Degree.
- f) If it be an Inspection Meeting, the Agenda of Inspection be mentioned at appropriate place.
- g) List of all members along with their full postal address, phone numbers, e-mail addresses, Grand & Regional Ranks, date of Birth, date of Initiation/Joining be sent along with the Summons be sent to the Grand Lodge and the Regional Grand Lodge at least once in a year.
- h) Confirmation of minutes of meetings, adoption of minutes of Lodge Committee, Proposals for Initiation/Joining and their balloting and offering Birthday Greetings are NOT to be taken up in emergent meetings.

**4. For an Installation meeting following additional items should be on the Agenda:**

- a) To receive R.W.the Regional Grand Master or his authorized representative alongwith members of his deputation.
- b) W.M. will render an account of his stewardship.
- c) To install Bro. (name) as W.M. for the ensuing year.
- d) To elect members to serve on various Lodge Committees as per By-laws. (e.g. Lodge Committee, Audit Committee etc.)
- e) To pass resolution for operation of Bank Account.
- f) To hand over records to the incoming Treasurer and Secretary