



## INCOME TAX EMPLOYEES' FEDERATION

### KERALA CIRCLE

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F. NO. ITEF/Ker.Cir./F-15/2022-23

Dated 30<sup>th</sup> May, 2022

### **A BRIEF REPORT ON SECRETARIATE MEETING OF KERALA CIRCLE ON 27<sup>TH</sup> MAY, 2022**

Dear Comrades,

Warm greetings to all the members of Income Tax Employees' Federation, Kerala Circle.

A brief report on the extended secretariat meeting of the Income Tax Employees Federation, Kerala Circle conducted on 27<sup>th</sup> May, 2022 is submitted to the members of the ITEF Kerala Circle, with a request to have wholehearted support from all of you to fulfil the intentions of the decisions taken.

The extended secretariat meeting on online platform discussed the length and breadth of all the important decisions taken in the 14<sup>th</sup> delegate conference and its implementation. Com. Biju P A, President of ITEF Kerala Circle presided over the meeting. Com. A Binoop, General Secretary apprised the issues. All the members of Secretariat, JCM, and Special Invitees to Secretariat extended their valuable contributions.

The following important decisions are taken by the conference.

- To implement the decision of the 14<sup>th</sup> Delegate conference, a five member committee is formed by the Income Tax Employees' Federation, Kerala Circle to discuss over the issue of seniority to create favourable environment for promotions. The Members of the committee are

1) Com. E P Prakashan	-	Chariman
2) Com. Shyju Joseph	-	Member
3) Com. Sandeep	-	Member
4) Com. Shaji D	-	Member
5) Com. Sunilkumar S	-	Member

The committee will be reporting to the secretariat of ITEF Kerala Circle. This committee will gather information over the cases and discuss the issue with the petitioners and respondents of the seniority cases over the list of Inspectors severally collectively and make all the efforts to soothing the way for promotions. If it necessitated, mediations of the Circle/National Leaders of ITEF will be invited. On a further advanced stage, on the report of the committee, if it found to be beneficial, counterparts of JCA may be invited.

- To reinforce the Income Tax Employees Federation, Kerala Circle, the following decisions were taken.

1) Will collect detailed information of branch executive bodies, all the members, officers and offices of the Income Tax Department all over the Kerala State. A format for the same will be prepared and issued to all the branch office bears. The data collections will be completed by 15<sup>th</sup> June, 2022 and compilation of the same will be completed by 30<sup>th</sup> June, 2022. The data will be updated by 15<sup>th</sup> of every month.

2) One senior secretariat member designated as Circle Joint Secretary, Regional Joint Secretaries, Vice Presidents etc. will be in charge of a few branches as under. The Secretariat Member in charge will be the primary contact person for the branches and the branch office bearers has to share the incidents, issues and other information to the Secretariat Member in charge in each week. The secretariat member in charge will apprise the issues to be taken up at the Secretariat Level to President/General Secretary.

<u>Branches</u>	<u>Secretariat Member in Charge</u>
Thiruvananthapuram, Alappuha	-Com. Sunilkumar S, Jt. Secretary (South)
Kollam, Thiruvalla, Kottayam	-Com. Shaji D, Vice President
Ernakulam, Aluva, Thodupuzha	-Com. Fasa R I, Circle Jt. Secretary
Thrissur, Palakkad	-Com. Biju P A, Circle President
Guruvayoor, Tirur	-Com. Sujithkumar S, Vice President
Wayanad, Kozhikkod, Kannur, Kasaragod	-Com. Shyju Joseph, Jt. Secretary (North)

The data will be collected by each branch office bearers and will forward to the Secretariat member in charge of the branches as given above. These data will be transmitted to the following Assistant Secretaries of Secretariat by the Secretariat Member in charge. The Assistant Secretaries will ensure verify the correctness and completeness of the same and will compile at their level.

<u>Branches</u>	<u>Secretariat Member in Charge of data base</u>
Thiruvananthapuram, Alappuha Kollam, Thiruvalla, Kottayam	-Com. Satheshkumar, Assistant Secretary.
Ernakulam, Aluva, Thodupuzha	-Com. Kiran, Assistant Secretary
Thrissur, Palakkad, Guruvayoor, Tirur Wayanad, Kozhikkod, Kannur, Kasaragod	-Com. P Prasoon, Assistant Secretary

All the data will be compiled and send to Com. Vinod Babu, Assistant Secretary. The correctness and completeness of the data received will be ensured. Com. Vinod Babu will also be made administrator of the Telegram Group to add all the members of ITEF in the same. The complied data will be made available in the ITEF website also.

3) The accounts of the ITEF Kerala Circle will be updated by the Treasurer in each month, and will apprise to the General Secretary with supporting materials. After completion of each quarter of the year, the accounts will finalize by Treasurer and scrutinized by the General Secretary and send to Auditing.

4) The Secretariat will have regular meetings in each month and the Circle Executive Committee will meet in each three months. As far possible, the meetings will be in the online platform. If it is feasible, physical meeting of Secretariat and Executive Committee may be conducted in each 6 months. There will special meetings of each body as and when it is found necessary to transact any important matter/issues.

5) All the branches have to conduct their executive meetings in each month and General Body in each six months. Election of new office bearers of branches have to be done in each in each year as envisaged in the constitution. Secretariat Member(s) will attend the General Body of Branches.

6) It is advisable to hand over the key posts in the branches to new office bearers in the cases where the office bearer becomes part of the Secretariat.

7) All the branches have to ensure correctness and completeness of the Whatsapp groups of branches for easy communications with the members in the branch.

- There will be separate Whatsapp group for Secretariat for administrative control and an Extended Secretariat Group for discussions of over issues and policies of Kerala Circle.
- As decided in the 14<sup>th</sup> Delegate Conference, co-operation with ITGOA on the platform of JCA will be issue based, reciprocating actions in the issues of ITEF will also be ensured.
- The office order at Kannur issued by the controlling officer - JCIT (JAO) Kozhikode allocating works of a ward Kozhikode to staff at Kannur to be addressed by the Kannur Branch with assistance of Secretariat Member(s) in charge Com. Shyju Joseph and Com. P Prasoon. If it is not get resolved at the JCIT or PCIT Kozhikkod, then it will be taken up at PCCIT, Kerala.

This is issues with the approval of Secretariat of ITEF Kerala Circle.

Binoop A  
General Secretary

Biju P A  
President