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| income tax | INCOME TAX EMPLOYEES FEDERATION  KERALA CIRCLE  Central Revenue Buildings, I.S.Press Road, Kochi-682018.  Telephone No.(0484)2795549 Mobile: 08547000555  e-mail: itefkera@gmail.com  Fax No.(0484)2395508  Website:itefkerala.com |

President : K. Babu Thomas

General Secretary: A. G. Narayan Hari Dated: 12-11-2015

**C I R C U L A R**

Dear Comrades,

XIth Circle Conference at Kottayam

Notice has already been issued for XIth  Delegates’ Conference of Income Tax Employees Federation, Kerala Circle which will be held at KPS Menon Hall at Sastri Road, Kottayam on 18th and 19th of November 2015. The Reception Committee has been working overtime to make the Conference a grand success. All the arrangements for the Conference including accommodation and transportation of delegates have been made. The programme notice has already been distributed to all the members.

Accomodation has been arranged for delegates on 17th and 18th . Food will be provided from the eve of 17th of November till 19th evening. In order to ensure a smooth conduct of the Conference and to make the stay at Kottayam a comfortable one, all the Branch secretaries are requested to adhere to the following:

* Intimate the details of arrival and number of delegates and observers to the Reception Committee by not later than Monday the 16th. The details of delegates may also be handed over to the undersigned on 17th November.
* Intimate the number of persons who would want accommodation at Kottayam on or before 14th November.
* Ensure that all the delegates and observers are present at the venue at sharp 9.00 AM on 18th for the flag hoisting ceremony.
* Intimate the details of departure sufficiently early to the Reception Committee along with requirement of food parcel.
* If the conference collection has not been remitted till date, please make sure that the same is handed over to the treasurer on 17th November.
* Resolutions, if any, may be handed over to the undersigned on 17th November.
* All Executive Committee members are to assemble at Income Tax Office, Kottayam at 7.00PM on 17th November for an Executive Committee Meeting.
* Branch Secretaries may ensure that the decorum of the meeting is always maintained by the delegates of their respective Branches.
* The contact numbers of Reception Committee Members are attached.

Yours comradely,

Sd/-

A. G. Narayan Hari

General Secretary

Reception committee contact No.s:

1] General Convener : Com. P C Mohanan 8547000531

2] Working Chairman : Com. Jayakrishnan K 8547000390

3] Transportation : Com. Richard John 8547000552

4] Accommodation : Com. T.G. Sreekumar 8547000844

5] Food : Com. Varghese Abraham 8547000569