



# INCOME TAX EMPLOYEES FEDERATION KERALA CIRCLE

Central Revenue Buildings, I.S.Press Road, Kochi-682018.  
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President: K. Babu Thomas  
General Secretary: K. S. Sajeev

Dated: 2013 September,11.


## NOTICE

Notice is hereby given to all the Executive Committee members of the ITEF, Kerala Circle that a meeting of the Executive Committee of the ITEF, Kerala Circle will be held at Thrissur on 05-11-2013 at 06.30 PM to transact the following agenda.

## A G E N D A

1. Welcome speech.
2. Presidential address
3. Confirmation of the minutes of the last Executive Committee Meeting held at Thrissur on 10/09/2013
4. Consideration and approval of Circle General Secretary's Report.
5. Consideration and approval of Audited Statements of Accounts for the periods ended 31.3.2012 and 31.03.2013.
6. Organization review of the Circle HQrs and Branches
7. Amendments to the Constitution, if any
8. Election of Office Bearers and Circle Secretariat.
9. Any other matter with the permission of the chair
10. Vote of thanks.

Members from distant places may make available in the meeting well in advance.

  
(K. S. SAJEEV)  
General Secretary.

To

All Executive Committee members of ITEF, Kerala Circle including  
JCM(RC) staff side members  
Shri. N U Appukuttan, Special invitee.

Venue: Tagore Centenary Hall, Thrissur



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## NOTICE

**Notice is hereby given that the X Circle Delegates' Conference of Income Tax Employees' Federation, Kerala Circle will be held at Thrissur on 6<sup>th</sup> and 7<sup>th</sup> of November, 2013 to transact the following agenda.**

## A G E N D A

1. Welcome speech.
2. Presidential address
3. Confirmation of the minutes of the IX-Circle Delegates' Conference of ITEF, Kerala Circle held at Kollam on 17<sup>th</sup> and 18<sup>th</sup> of November, 2011
4. Consideration and approval of Circle General Secretary's Report.
5. Consideration and approval of Audited Statements of Accounts for the periods ended 31.3.2012 and 31.03.2013.
6. Organizational review of the Circle HQrs and Branches
7. Resolution on common and departmental demands.
8. Amendments to the Constitution, if any
9. Election of Office Bearers and Circle Secretariat.
10. Appointment of Auditor.
11. Any other matter with the permission of the chair
12. Vote of thanks.

Resolution on common and departmental problems and amendment to the Constitution, if any, should reach the Circle H.Qrs latest by 25/10/2013.

  
(K. S. SAJEEV)  
General Secretary.

To

All members of ITEF, Kerala Circle

Venue: Tagore Centenary Hall, Thrissur, Poothole, Thrissur.