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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 Dated: 2015, December 4**

**General Secretary: A. G. Narayan Hari**

**NOTICE**

Notice is hereby given to all the Secretariat members of the ITEF, Kerala Circle that a meeting of the Secretariat Committee of the ITEF, Kerala Circle will be held in room No.5 of the C R Building, **at Ernakulam on 10-12-2015 at 10.00 AM.** All JCM members are also required to attend.

Com. K Bhasi, is requested to attend the meeting as a special invitee.

The agenda for the meeting is given hereunder:

1] Welcome Speech.

2] Presidential address.

3] Committee for formulating transfer guideline - Discussion on changes required, if any, to the existing transfer policy.

4] CWC meeting proposed to be held in Kerala in February 2016

5] Any other matter with the permission of chair.

6] Vote of thanks.

Sd/-

[A. G. Narayan Hari]

General Secretary.