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

President : K. Babu Thomas

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

To

The Principal Chief Commissioner of Income Tax,

Kerala

Sir,

 Sub: Objections to guidelines for Biometric Attendance System issued on 07/12/2015 – reg.

 Ref: F. No. CC-CHN/PR/GEN-27/2015-16

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 We would like draw the attention of the Pr. CCIT to the guidelines referred to above. At the very onset we place on record the arbitrary manner in which the guidelines were framed as no discussion was caused with the recognized organizations in this matter. We would also like to bring to your attention that certain clauses in the guidelines are retrograde and harsh causing too much difficulty to the staff members of this charge, especially to women employees.

 1] Clause 14 forces the employees to simultaneously sign the manual registers under the pretext that the Government has not issued any instructions to do away with the practice. It has to be pointed out that the Government has not issued any instruction to continue with the practice as well. In fact the Government in its guideline has stated “The Government organizations shall be responsible for maintaining the devices installed in their premises and will be responsible for smooth day-to-day functioning of the Bio-metric Attendance terminals.” **The Delegates’ Conference of ITEF held at Kottayam, after considering all the Government orders in this regard, has decided that no member of the ITEF shall sign any registers of attendance at offices where BAS has been operationalised. This is accordingly informed.**

 2] Clause 8, while referring to the 2 hours relaxation, stipulates that such relaxation should be compensated by working extra hours. We request you to do away with the compensatory part as this clause is introduced to cope with exceptional circumstances. Moreover, it would force the women employees to stay late into the evening causing them substantial difficulty.

 3] Clause 2 states that 40 hours should be put in a week. Various Departments can adopt various spans according to their needs as there is no Government direction in this regard. We request that the calculation for our charge be made on a monthly basis as it would give the employees a certain leeway.

 4] In clause 2, it is mentioned that each official has to put “**atleast** “ 40 hours of work. The Government instruction is to work only for 40 hours. A very large number of employees work late into night and on Saturdays and Sundays at the instance of Officers. The guideline is silent upon this aspect. We seek a clarification on this point.

 5] Searches and Surveys often run into late nights and early mornings. It may please be clarified how such extra hours will be taken into account.

 6] As per clause 4, early departure up to 30 minutes can be relaxed subject to the condition that it is compensated by working extra period. It may please be made clear if such shortfall can be made good by working half an hour in the morning.

 We request you to hold discussion with the Federation on such matters before a final call is made.

 Yours faithfully,

 A. G. Narayan Hari

 General Secretary.