

**INCOME TAX  
EMPLOYEES  
FEDERATION**



*Since 1953*

**CENTRAL HEADQUARTERS**

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**Secretary General: Rupak Sarkar**  
**8902198000**

No. X.5(xxxxiii)/CWC/2015-18

Dated : 28<sup>th</sup> December, 2015

**NOTICE**

Notice is hereby given for the Central Working Committee Meeting of the ITEF on 7<sup>th</sup> & 8<sup>th</sup> February, 2016 at Alappuzha, Kerala (68 Kms from Kochi) to discuss the following agenda. The inaugural session will be held on 7<sup>th</sup> February, 2016 at 3 PM and delegate session will commence on 8<sup>th</sup> February, 2016 at 10 AM. All CWC members including permanent invitees and advisors are requested to attend the meeting positively.

**Agenda:**

1. Confirmation of minutes of the CWC meeting held at Ghaziabad on 13<sup>th</sup> August, 2015.
2. Discussion on departmental issues.
3. Discussion on common issues including 7<sup>th</sup> CPC related issues.
4. Discussion on Organisational matters.
  - (i) Discussion and decision to be taken on resolution for merger of Group D Circles at All India Conference held at Guwahati.
  - (ii) To fill up vacant posts in ITEF Secretariat and appointment of Auditor.
5. Review of agitational programme called by Central JCA and discussion on functioning of JCA.
6. Review of financial position of the Federation.
7. Any other matter with permission of the chair.

(Rupak Sarkar)  
Secretary General

To

1. All members of the Secretariat, the Circle Presidents, Circle General Secretaries, Permanent Invitees (Women), Members of Advisory Committee are requested to attend the CWC meeting.
2. The Chairmen Disciplinary Committee & Election Commission are invited and requested to attend the CWC Meeting.

**Please Note:**

1. All Circles are requested to deposit all dues of Renewal Fees, Aayakar and Building Maintenance Fund within 31<sup>st</sup> January, 2016 positively.
2. For financial support to organize the CWC meeting, collect Advt, for Souvenir and send to the Kerala Circle within a stipulated date. Circle wise target for collection is given below.
  - i. Delhi, Mumbai, Kolkata, Ahmedabad, Chennai, Bengaluru and Hyderabad- Rs.50000/-
  - ii. Pune, NWR, MP & Chattisgarh, UP(West) ,UP(East) and Bihar and Orissa– Rs.30000/-
  - iii. Vidarbha and Guwahati – 20000/-
3. Accommodation will be available from 12 Noon of 7<sup>th</sup> February, 2016 to 12 Noon of the 9<sup>th</sup> February 2016. All members are requested to plan their travel accordingly and intimate your travel plan within 31<sup>st</sup> January, 2016 positively.
4. With regard to the participation in the CWC meeting, the following decisions taken in the PURI CWC meeting held on 1st and 2<sup>nd</sup> Feb, 2013 shall apply.
  - (i) To restrict the participation in the CWC Meeting only to the CWC Members, Permanent Invitees, Advisors and Chairman, Disciplinary Committee and Election Commission.
  - (ii) In case either or both the President and General Secretary of any Circle happens to be the Secretariat Member(s), such Circles can nominate that number of persons as observers to the CWC Meeting.
  - (iii) No other person to be considered as observer.

**A LETTER OF KERALA CIRCLE REGARDING INFORMATION IN DETAIL ARE ATTACHED HEREWITH FOR YOUR KIND CONSIDERATION.**