

URGENT/TOP PRIORITY



**Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,**  
10<sup>TH</sup> Floor, Income Tax Towers, AC Guards, Hyderabad – 500 004,  
Tel. No. 040 – 23425475, Fax 040-23241427/23240403

F.No.Pr.CCIT/AP&TS/JCM/2018-19

Date: 05.11.2018

To

The Pr.CsIT/PR.DIT/CsIT IN AP & TS Charge

Sir/Madam,

Sub: Quarterly Meetings with representatives of ITEF, AP &TS Unit Joint Consultive Machinery (JCM) - Regarding.

Ref: This office Letters of even No.dated 10-03-2017.

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Kind attention is invited to the reference cited above.

Vide above cited reference, the guidelines/instructions with regard to conducting of quarterly meetings by the HODs with the Employees' Union/Association (JCM-TIER I/ II/ III ) was forwarded (copy enclosed for ready reference ) with a request that the minutes of the quarterly meetings may be submitted to this office. The same are yet to be received in respect of many of the PCIT/CIT charges.

In this connection, as two quarters have already been over in the current Financial Year i.e.,2018-19, I am directed to request the Pr.CsIT/Pr.DIT/CsIT to kindly forward the information in respect of the meetings of the JCM-Tier-I conducted for the two quarters (in the prescribed proforma enclosed ) to this office by **14-11-2018**.

The matter may kindly be treated as **PRIORITY** as the information is required to enable this office to take necessary action in respect of the issues that could not be resolved in JCM Tier-I.

Yours faithfully,

(N.RAVI BABU)

Addl.Commissioner of Income Tax),  
(Hqrs)(Admn&vig),  
O/o Pr.CCIT, AP & TS, Hyderabad.

Encl: As above



**Office of the Principal Chief Commissioner of Income Tax,  
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AC Guards, Hyderabad – 500 004,  
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F.No.Pr.CCIT/Estt/JCM/2017-18

Date: 10.03.2017

To

The General Secretary,  
ITEF, AP&TS Unit,  
Hyderabad.

Madam,

Sub: Annual Meeting held on 02.03.2017-Reg.  
Ref: Letter dated 03.03.2017 of Joint Council of Action, AP&TS,  
Hyderabad.

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I am directed by the Pr.CCIT, AP&TS to draw your attention to the letter under reference above, which is jointly signed by you and the General Secretary, ITGOA, AP&TS Unit. At the outset, it is conveyed that the Pr.CCIT, AP&TS does not recognize any body by the name Joint Council of Action for the purpose of Joint Consultative Machinery. Hence, if ITEF needs to correspond in future with this office, it should do only under their banner and no such communication otherwise, in future, would be entertained for the purpose of Joint Consultative Machinery.

2. In the above letter, you have raised the issue of conducting a proper JCM by mentioning in your letter *"we submit that JCM is a mechanism as per various instructions of Govt. of India wherein staff side takes up all the issues of the region with administration"*.

3. It is observed that no Joint Consultative Machinery as envisaged is in place in this Region. In this connection, reference to JCM Scheme as mandated by Department of Personnel and Training(DoPT) available as FAQ on website [www.persmin.nic.in](http://www.persmin.nic.in) is invited. As per DoPT instructions regarding JCM Scheme, where the structure of the Department permits, the regional/office councils can be constituted at Region/Office levels. This Council will also consists of both official side and staff side. The strength of the council is determined by the size of the employees in a region/office and the head of the region/office is the chairman.

4. Accordingly, the Joint Consultative Machinery is set up in this region as under:

- A. JCM shall consist of representatives of official side and staff side comprising members of Group 'C' and below.

**JCM TIER-I:**

Institution of JCM is constituted at the level of PCIT/CIT. JCM TIER-I shall be responsible for resolving issues arising within the charge of PCIT/CIT viz., furniture, office equipment and other infrastructure.

- B. **JCM TIER-II:**

JCM TIER-II is constituted at the level of CCIT/DGIT. JCM TIER-II would resolve issues escalated by JCM TIER-I, if not resolved at their level.



C. **JCM TIER-III:**

JCM TIER-III is constituted at the level of Cadre Controlling Authority i.e, Pr.CCIT, AP&TS. JCM TIER-III shall attend to the issues escalated by JCM TIER-II and all matters relating to conditions of service and work , welfare of the employees and improvement of efficiency and standards of work provided that –

- (i) In regard to promotion and discipline, consultation will be limited to matters of general principles; and
- (ii) Individual cases will not be considered.

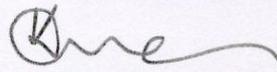
D. The JCM at all the three tiers shall be held at least once every quarter.

In this regard, the meeting proposed on 17.03.2017 stands called off. In view of the above, you are requested to nominate your representatives depending on the size of the employees in the region/office, as per JCM Scheme, 1966, who shall represent in the three Tiers of JCM as above.

5. Further, I am directed to bring to your notice that as per records, there is no approved transfer policy which is in vogue. The transfer policy as mentioned in the above letter may be brought to our notice, if there is any. Minutes/earlier practices do not constitute policy. The suggestion, if any, regarding the draft transfer policy circulated may be given within one week.

Encl: FAQs of DoPT on JCM

Yours faithfully



(KIRAN KATTA)

**JOINT COMMISSIONER OF INCOME TAX  
(HQRS)(ADMN&VIG)**

Copy submitted to :

1. The CCIT, Hyderabad, CCIT, Vijayawada, CCIT, Visakhapatnam, DGIT(Inv), Hyderabad.
2. All PCsIT/CsIT/Hqrs to CCsIT and DGIT(Inv) in AP&TS for circulation among all officers and staff.

INFORMATION TO BE SUBMITTED -PCIT/CIT CHARGE

Date of conducting of meeting of Tier-I JCM (at PCIT/CIT level) for the <b>1<sup>st</sup> Quarter</b> ( to be conducted by 30.6.2017)	Issues raised by the Staff Side	Issues resolved	Issues escalated to the Tier-II JCM(CCIT Level)

Date of conducting of meeting of Tier-I JCM(at PCIT/CIT level) for the <b>2<sup>nd</sup> Quarter</b> ( to be conducted by 30.9.2017)	Issues raised by the Staff Side	Issues resolved	Issues escalated to the Tier-II JCM(CCIT Level)

Date of conducting of meeting of Tier-I JCM(at PCIT/CIT level) for the <b>3<sup>rd</sup> Quarter</b> ( to be conducted by 31.12.2017)	Issues raised by the Staff Side	Issues resolved	Issues escalated to the Tier-II JCM(CCIT Level)