



Office of the Pr.Chief Commissioner of Income Tax, Andhra Pradesh & Telangana
10th Floor, Income Tax Towers, A.C. Guards, Hyderabad – 500 004,
Tel. No. 040 – 23425474 , Fax 23241427, 23240403

F.No.PRCCIT/Estt/JCM/2017

Dated: 12.09.2017

To
All the Pr.CsIT / Pr.DIT/CsIT in AP&TS Charge

Sir/Madam,

Sub: Quarterly Meetings with representatives of Employees
Union/Association with Cadre Controlling Authorities-Joint
Consultative Machinery(JCM)-Regarding.
Ref: This office letter of even no. dated 10.3.2017

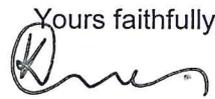
Please refer to the above.

Vide above cited reference(copy enclosed for ready reference) a Three-Tier Joint Consultative Machinery(JCM) was set up and the norms for conducting the meeting of the JCM, at the level of PCsIT/PDIT/CsIT with the representatives of Group'C' officials were communicated, as per which the JCM shall be conducted at least once every quarter.

It is pertinent to mention that the Board vide letter in F.No.B-012020/08/2017-Ad.IX dated 24.08.2017 has emphasised the need to conduct quarterly meetings with the Employees Unions/Associations.

In this connection, I am directed to request that the minutes of the **JCM TIER- I** meeting conducted at the PCIT/PDIT/CIT level, during the 1st Quarter(Apr-June,2017) may please be forwarded to this office by 15.09.2017 positively. The minutes should contain the issues raised by the staff side and the issues sorted out at the PCIT/CIT level and issues escalated to JCM,TIER-II(CCIT/DGIT level) and further escalated to JCM TIER-III(PR.CCIT level).

Encl: As above

Yours faithfully


(KIRAN KATTA)

Addl.Commissioner of Income Tax
(HQrs)(Admn&Vig), Hyderabad.



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Andhra Pradesh & Telangana Hyderabad,
10TH Floor, Income Tax Towers,
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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.

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 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.

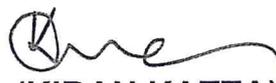
D. The JCM at all the three tiers shall be held at least once every quarter.

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.