



I.T.G.O.A. ZINDABAD

Income Tax Gazetted Officers' Association

President

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F. NO. ITGOA/communication/2015-16

Dated: 07-07-2015

To
The Presidents/General Secretaries,
All the members
Of all the Units of ITGOA.

Dear Comrades,

The following issues are communicated for information and necessary action by all the Units:

- 1) It was decided in the PGRC meeting, dated 10-06-2015, that a fresh proposal for Laptop to be provided to the AO/PS cadres would be submitted by CBDT to the concerned Authority and ITGOA would submit its note in favour of that to the Board to facilitate the process. I am attaching a detailed draft note herewith in this subject, on behalf of the CHQ, for correction/rectification/modification by all Units. The Units are requested to intimate the CHQ any such correction/rectification/modification required by 13-07-2015 so that the final proposal can be submitted to CBDT immediately. Any member wishes to give his/her view in this subject is encouraged to do that through the respective Unit.
- 2) The 2006 batch of IRS Officers, who were promoted to STS in June, 2012, have been given the relaxation to be eligible for promotion to JAG from 01-04-2015. In effort to hold the DPC as fast as possible, the deficiency list of 2006 batch officers is uploaded on 24-06-2015. I am once again enclosing the same with a request to all Units to expedite the removal of deficiencies with intimation to the CHQ.
- 3) The Managing Committee Meeting of ITGOA is scheduled to be held at Chandigarh, NWR region on 26th & 27th of July, 2015. The ITGOA, NWR region is hosting the MCM. Though the host unit is putting its best-effort to make the event a grand success with the maximum possible mobilisation of its man-power and resources, it goes without saying that there must have been a limitation of provisions/logistic supports available with them. The CHQ felt that the NWR region was eager enough to receive maximum number of Delegates/Observers from all over the country for the event, but the scarcity of available provisions compel it to request all Units to restrict the size of delegation to a manageable level. The General Secretary, NWR Region, communicated the CHQ in this matter on 18-06-2015 which is attached along with. On behalf of the CHQ, I request all the Units to honour the sentiment and compulsions of the NWR Unit in hosting the prestigious event of MCM.

4) The Circular No. 1 of CCGGOO, dated 25-06-2015, is attached herewith for the consumption of all Units.

With warm regards,

Yours comradely,

A handwritten signature in black ink, appearing to read 'B. Bhattacharya', with a stylized flourish at the end.

(Bhaskar Bhattacharya)
Secretary General



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Dated: 07-07-2015

THE DRAFT NOTE ON LAPTOPS FOR AO & PS CADRES

As it has been informed to the staff side in the last PGRC meeting held on 10.06.2015 at New Delhi that 11,000 Laptops were approved for replacing the old laptops and for newly promoted officers upto the grade of ITOs. It has also been informed to the staff side that the proposal for providing laptops to AO/PS cadres was once again turned down by IFU.

Procurement of laptop/note book and identification of deserving officers in various departments of Government of India are presently governed by the O.M. of the Department of Expenditure dated 19.09.2014, which says that laptops/ notebooks may be issued to officers in the rank of Deputy Secretary / equivalent (DCIT in our case) and above. Earlier eligibility criteria of deserving officers had been decided by the O.Ms of the DOE dated 19.04.2004 followed by 26.09.2009. As per the former one, Laptops should not be issued to officers below the rank of Joint Secretary and equivalent (CIT in our case), which was further liberalized vide the latter OM, allowing issuance of laptops to officers in the rank of Deputy Secretary / equivalent. The most pertinent point here is that during sanction of laptops to the officers of Income Tax Department in the year 2008, the eligibility for being allotted one started with only the officers in the grade of CIT (as per the extant O.M. of DOE), whereas in our department officers even in the grade of ITOs (Group B), five tiers/grades below the stipulated grade in general were issued laptops, that too only after obtaining approval of all concerned authorities. The reason was plain and simple. Firstly the Department could be able to impress upon the concerned authorities the dire need of the departmental officers, even in the Group B level to have portable personal computers to discharge their duties (due to unique nature of the duties discharged, portability matters). Secondly, the

entire expenditure was to be borne by the Department by means of the special fund named “1% incentive scheme”.

It is apparent from the approval for procurement of laptops this time that the same sets of argument still prevail over the extant O.M. of the DOE. Moreover CBDT issued its own laptop policy on 10.02.2015, which has certain differences with the extant O.M. of DOE, in terms of eligibility, disposal, retention etc. Issuance of separate laptop policy despite existence of laptop policy of the nodal department (DOE) itself establishes that the need of any particular department in any particular vital issue (like procurement of laptop) is distinguishable. Obviously the case of our Department under discussion is its best example. Being the most important revenue department, its functional requirement is bound to be different. So any cadre of Income Tax Department, even if similar cadre exists in other departments, its functional requirement may be quite different to that of other departments. So the AO & PS cadres of our department shouldn't be painted/equated with the same brush with other Departments and their requirement should be examined separately in the backdrop of the uniqueness in functioning and excelling of Income Tax department.

The reasoning discussed *supra* is applicable to Central Secretariat Stenographer Service (CSSS). Officers of CSSS are supposed to be in the same bracket with the PS cadres of so many Government Departments, as all are basically providing the secretarial assistance to Senior Officers (SAG level and above). However in reality, they are a distinguishable cadre in terms of pay, number of grades, promotional hierarchy etc. So despite discharging the same duty, if the promotional channel and pay of CSSS officers can be so much different from the PS cadres of other departments depending upon the functional need, the same logic straight way applies to issuance of laptop to AO/PS cadres of Income Tax Department.

The duty charts of Senior A.O., A.O. Grade-II and A.O. Grade-III as well as Senior P.S. and P.S. have last been officially released in the Manual of Office Procedure (Vol.-I) in 2003. Since then the functional requirement and responsibility of these two cadres have undergone a sea change, in sync with the changes taken place in the Department. The Department has gradually been evolved from a law enforcing department to a **service providing department** in order to bring about a non-adversarial tax regime. As a result, in last decade, the direct tax collection has been increased six to seven folds, thus taking the place of highest contributor in Government Exchequer pushing below the indirect tax

collection to distant second place. And for the entire transformation and success, **exhaustive use of information technology holds the key**. So being connected, even while on move, is a must. Here lies the importance of possessing personal computers including portable ones for the Departmental Officers, from Principal Chief Commissioners to Income Tax Officers to Administrative Officers or Private Secretaries, who are providing administrative or secretarial assistance to the senior officers.

This path breaking performance of the Department has not been gone down unnoticed; rather it has been rewarded time and again in several counts. In latest Cadre Restructuring of the Department, it gets 26 Apex Scale and 91 HAG+ scale posts in one go, a record in the history of Indian Bureaucracy. The department has also got additional work force of 20,751 posts, i.e. addition of 35 % of existing work force at a time when other departments are either getting downsized or merged. The highest investment of Government of India for acquiring any immovable property for office purpose is also in the case of Income Tax Department, when more than 4,000(+) Crore was invested in acquiring the property at Civic Centre, New Delhi. Income Tax Department has been provided with "Operational Vehicles" for operational convenience and unlimited Telephone/mobile connectivity under "Project Tarang" scheme. Senior Departmental Officers (separately at JAG level and SAG and onwards levels; twice in midcareer and later) are being nominated for overseas Midcareer Training Programme, overruling "not less than five years to superannuation" embargo imposed by DOPT. The examples above clearly indicate that facilities/ privileges provided to Income Tax Department are for its performance. A welfare state like India needs huge resources for implementation of welfare measures and hence revenue collection becomes not only the sovereign but also most important duty of the state. Hence the state also needs to provide the best infrastructural support to its Revenue Department.

The requirements to provide laptops to the officers of Income Tax department should be examined in this light. Laptops are basically portable personal computers. Naturally portability provides additional convenience and flexibility to its users. Laptops are no more a style statement or an item of conspicuous consumption. It simply gives its user the edge of flexibility, comfort and easiness for being on the job always, even while on move. The officers of Income Tax Department deserve this advantage/ facility irrespective of their ranks.

As far as functionality is concerned, a Private Secretary attached to the CIT (Appeal), the first appellate authority, which acts like a court officer during the appeal proceeding, besides looking after other

routine administrative works of the office. Senior Private Secretaries also act in similar fashion while assisting under Pr. CCIT/CCIT/Pr. CIT/CIT to discharge their quasi-judicial functions. Apart from that, they have also to provide assistance to the latter in order to discharge their administrative duties. It is needless to say that laptops would enhance the efficiency of such assistance which ultimately helps the Department out for better functionality.

In respect of Administrative Officers irrespective of their grades, the most vital assignment is to act as a DDO. After introduction of networked Pay & Accounts office, only a computerized environment is not enough, it is required to be net-connected. But the real challenge is to perfectly discharge the duty of a deductor in e-TDS regime. It is a fact that though all the DDOs, irrespective of their Departments, have to go through the same formalities; DDOs of Income Tax Department should be the model and the guiding force with zero error compliance. Working in internet always demands flexibility in working hour or even working away from the office, as internet traffic at peak office hours slows down the system and prevents uploading, report generation etc. to be done during that period. Use of laptop with net connectivity is the only solution. Besides, they discharge their duties in various capacities like working as administrative officer of Commissionerate or Chief Commissionerate, looking after the activities of ASK and Help desk, Building caretaking etc. In all such assignments, they basically provide assistance to Pr. CCIT/CCIT/Pr. CIT/CIT.

Besides routine amendments, Income Tax Act hasn't changed much since 1961. But a very large scale of upgradation and a huge number of post creations at the highest level were approved by the Cabinet through Cadre restructuring. The reason is plain and simple that the Cabinet, too, was convinced of manifold increase in responsibility and workload at the highest level. That is why so many new posts were either created or upgraded. There is no prize to guess that there is commensurate increase in responsibility and work load in AO/PS cadres, who are providing administrative and secretarial assistance to the newly created or upgraded posts. The new challenge can only be met if efficiency, comfort and flexibility in working hours be rope in by providing Laptops to them.

So in a nut shell:

1. Income Tax Department has earlier provided laptops to a part of its officers upto the level of ITOs after obtaining the approval of all competent authorities, overriding the extant O.M. of DOE.
2. The action itself suggests that the demand of Laptops for the personnel of Income Tax Department has to be examined separately.

3 The phenomenal growth in revenue collection is due to efficient use of information technology and networking. So much so, the Department bagged recently the prestigious P.M.'s award for excellence in public administration. Being connected, even while on the move, is the key to success.

4. As a technical department, the credit for success goes to the entire team not to any individual and the infrastructure provided to them. So there should not be differentiation between the AO/PS cadres and other officers of the Department, as far as providing infrastructure including laptop are concerned.

5. There is sufficient functional justification for providing laptops to AO/PS cadres as discussed above.

6. The demand for providing laptops should be examined in isolation and not in respect of AO/PS cadres in other departments, as various infrastructures, which are highly expensive, have so far been provided to the Department or its officers exclusively, not considering other departments. Also, the '1% Infrastructural Incentive Scheme' is available to the Department of Income Tax only, and not to all other Departments, out of which the Laptops are to be provided.

DUTY CHART OF AO & PS CADRES (Source: Manual of Office Procedure; Volume I; 2003)

37 Functions and duties of Senior Private Secretary:

The Senior Private Secretary is posted with the officers of the rank of Chief Commissioner of Income Tax / Director General of Income Tax. Following are the functions of Senior Private Secretary:-

- i. Taking Dictation and transcription
- ii. Attending to inward and outward telephone calls.
- iii. Attending to visitors, and fixation/cancellation of appointments.
- iv. Keeping note of engagements, meetings etc. and reminding the officer well in time.
- v. Getting ready papers required for meetings and appointments.
- vi. Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- vii. Keeping a record of files moving to and from the officer.
- viii. Keeping track of follow up action in regard to matters marked by the officer to officials under him.
- ix. Circulation of tour programmes and attending to arrangements relating to tours.
- x. Maintenance of officer's personal library and updating of reference books therein.
- xi. Despatch and receipt of D.O and confidential dak.
- xii. Maintenance of confidential files including CCRs.
- xiii. Maintenance of personal files of the officer.

- xiv. Destroying by burning stenographic record of confidential and secret letters after typing and issuing the letters.
- xv. Bringing to the notice of the officer important pending matters which require his urgent attention.
- xvi. Any other work specifically entrusted by the officer.

38 Functions and duties of Private Secretary:

The Private Secretary is posted with the officers of the rank of Commissioner of Income Tax / Director of Income Tax. Following are the functions of Private Secretary :-

- i Taking Dictation and transcription
- ii Attending to inward and outward telephone calls.
- iii Attending to visitors, and fixation/cancellation of appointments.
- iv Keeping note of engagements, meetings etc. and reminding the officer well in time.
- v Getting ready papers required for meetings and appointments.
- vi Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- vii Keeping a record of files moving to and from the officer.
- viii Keeping track of follow up action in regard to matters marked by the officer to officials under him.
- ix Circulation of tour programmes and attending to arrangements relating to tours.
- x Maintenance of officer's personal library and updating of reference books therein.
- xi Despatch and receipt of D.O and confidential dak.
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- xiv Destroying by burning stenographic record of confidential and secret letters after typing and issuing the letters.
- xv Bringing to the notice of the officer important pending matters which require his urgent attention.
- xvi Any other work specifically entrusted by the officer.

26 Functions of Administrative Officers

26.1 Following are the duties/functions of different categories of Administrative Officers:-

26.1.1 Functions of Senior Administrative Officer:-

i. General supervision of administration/establishment and accounts personnel and ensuring discipline and punctuality in office.

ii. Supervision over the work of Administrative Officer Grade-II and Administrative Officer Grade-III. iii. Authority to inflict punishment to non-gazetted personnel according to the procedure laid down in CCS(CCA) Rules.

26.2 Functions of Administrative Officer Grade - II: -

i. General supervision of administration/establishment and accounts personnel and ensuring discipline and punctuality in office.

ii. Supervision over the work of Administrative Officer Grade-III.

iii. Matters relating to staff grievances - action thereon, follow-up and disposal thereof.

iv. Custody of all important documents including annual confidential reports of non-gazetted personnel.

v. Any other work/duties assigned by the Senior Administrative Officer/JCIT/Addl.CIT/ CIT/CCIT.

26.3 Administrative Officer Grade - III:-

i. Head of office holding the charge of Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Region/Charge/Range.

ii. Security Officer of the office premises and general supervision.

iii. Supervision of administration/establishment and accounts personnel and ensuring discipline in the office.

iv. Annual physical verification and stock taking of records and stationery.

v. Drawing up of contingent bills within the limit of sanction of budget allotted to the region/charge.

vi. Management of areas relating to preparation of statements, statistics and matters relating to recovery.

vii. Co-ordination of matters relating to Supreme Court, High Court, CAT etc. in the CCIT/CIT offices.

viii. Transfer and posting of non-gazetted personnel with the approval of administrative CCIT/CIT/Addl.CIT/JCIT.

ix. Grant of casual leave and also sanction of leave to non-gazetted personnel under existing rules to the extent laid down in the rules.

x. Supervision and maintenance of attendance and punctuality of Non-Gazetted personnel.

xi. Writing of A.C.Rs of the personnel working under his administrative charge and assisting him.

xii. Administration relating to proper docketing of receipt and dispatch of dak and control over distribution of dak, maintenance of service books, stock register, furniture and fixtures.

xiii. Preparation of pension and other retirement related papers and forwarding thereof.

- xiv. Maintenance and cleanliness of office buildings. Welfare work relating to recreation and sports.
- xv. Supervision of the work of Caretakers of office buildings.
- xvi. Any other work/duties assigned by the Administrative Officer Grade-II/Senior Administrative Officer/JCIT/Addl.CIT/CIT/CCIT.



(Bhaskar Bhattacharya)
Secretary General



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ZINDABAD

Income Tax Gazetted Officers' Association

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Ref.No. ITGOA/NWR/MCM/06

Dated: 18th June 2015

To
Dear Comrade President/Secretary General,

Sir,

**Sub : All India Managing Committee Meeting of ITGOA to be held on 26th
and 27th July, 2015 at Chandigarh, NWR Region – regarding-**

This is in continuation of invitation dated for MCM at Chandigarh. It is heard from some of the Comrades of various Units that large numbers of delegates are willing to come to Chandigarh to attend the MCM and pay a visit to the city beautiful. From some Units it is learnt that 20-25 delegates are willing. It is a matter of proud for ITGOA NWR, but you know it is very difficult to arrange for such a large gathering. Therefore, it has been decided that the delegation (including Office Bearers) from each unit shouldn't be more than 6 (six). As a host unit this is our duty to take care of every Office Bearer and delegate visiting Chandigarh to attend the MCM.

It is, therefore, requested that a circular/letter from the CHQ may kindly be issued to all the Units, intimating our concern.

Yours fraternally,

(Vijander Kumar)
General Secretary
ITGOA NWR Unit