



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM
AAYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, KOLKATA - 700 069

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F No. 2E/2/96-97(Sub-XI)/2015-16/14734-14833

Date: 13. 11. 2015

To

The Chief Commissioner of Income Tax- 1,2,3,4,5,6,7, Kolkata
The Chief Commissioner of Income Tax (TDS), Kolkata
The Director General of Income Tax (Inv), WB, Sikkim & NER
All Pr. CIT/ Pr.DIT under Pr. CCIT, WB & Sikkim
All CIT/DIT/CIT(A) under Pr. CCIT, WB & Sikkim
All Headquarters Officers under Pr. CCIT, WB & Sikkim
All Building- in-charges of Income Tax Building at Kolkata,
General Secretary, ITGOA, WB Unit
General secretary, ITEF, Bengal Circle

Madam/Sir,

Sub: Minutes of the meeting held on 02.11.2015 - matter reg.

Kindly refer to the above.

I am directed to forward herewith the copy of the above referred letter dated 02.11.2015 on the captioned subject, for your kind information and necessary action.

Yours faithfully,

Encl. As stated above.

(नोभेल राय / Novel Roy)

आयकर उपायुक्त, मुख्य (प्रशा. एवं सतर्कता) कोलकाता

DCIT, Hqrs. (Admn. & Vig.), Kolkata

For Pr.CCIT, W.B. & Sikkim



प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल एवं सिक्किम का कार्यालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM.

आयकर भवन, प्रथम तल, P-7, चौरंगी स्कोयर, कोलकाता – 700 069

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MINUTES OF THE MEETING HELD ON 02.11.2015

A Meeting of Building-in-Charges of Income Tax Buildings at Kolkata with the Principal Chief Commissioner of Income Tax, WB & Sikkim along with other stakeholders of the Department was held on 13.10.2015 at 12 p.m. in the Conference Hall of Aayakar Bhawan, 1st Floor, P-7, Chowringhee Square, Kolkata – 700 069. The agenda of the meeting was in relation to infrastructural developments in all the Income Tax buildings. The issues for consideration were:-

- 1) Installation of ACs machines
- 2) Toilets and general cleanliness of IT building
- 3) Exterior painting of the Aayakar Bhawan building.
- 4) Deployment of security personnel of all Income Tax buildings.
- 5) Installation of CCTV
- 6) Weeding Out
- 7) Car Parking.
- 8) Any other issue(s) with the permission of the Chair.

2. The meeting was attended by the following members:-

Sl. No.	Name
1.	Shri A. K. Singh, Pr. CCIT, WB & Sikkim
2.	Shri D. K. Gupta, CCIT-3, Kolkata
3.	Shri S. M. Ashraf, CCIT-4, Kolkata
4.	Shri K. L. Maheshwari, Pr. CIT 1 & 10 Kolkata
5.	Shri D. N. Mishra, Pr. CIT-4,2 & 10, Kolkata
6.	Shri Sandeep Kapoor, PCIT-5
7.	Shri Ashish Verma, PCIT-17
8.	Shri Rakesh Kr. Goyal, CIT Building-in-Charge, Middleton Row Building, Kolkata
9.	Shri D.A.J. Sawkmie, CIT (Admn. & CO), Kolkata
10.	Shri Deba K Sonowal, Addl. DIT (Inv.), Admn Addl. Building-in-Charge, AB Annexxe
11.	Shri N. B. Som, JCIT R-2, TDS & BIC 10 Middleton Row
12.	Shri S. J. Bhattacharjee, JCIT R-51 & BIC, Uttarapan Building, Ultadanga
13.	Shri D. Mukhopadhyay, Addl. CIT, R – 22 and Building, R.A.K. Road.
14.	Shri A.K. Sinha, JCIT Central Range-12& Building, Aayakar Bhawan Poorva



15. Shri D. Majumdar, JCIT, Hqrs. (Admn&Vig)
16. Shri Sumit Roy, DCIT Cir-54 and Building, Bamboo Villa
17. Shri Arvind Kumar, Commissioner of Income Tax – 12, Kolkata
18. Representative of IRS Association
19. Representative of ITGOA
20. Representative of ITEF WB Unit

3. The deliberations over each of the issues mentioned above are discussed as below.

A. It was pointed out by Shri K. L. Maheshwari, PCIT-1, Kolkata that AC machines procured under 1% Incentive scheme, were lying idle and not being installed in the respective Ranges. During the discussion, it was pointed out that the installations were being delayed as the total capacity of the transformer is not sufficient to support the additional AC machines to be installed. However, co-ordination with CESC Ltd is still being carried out to ensure that the additional capacity is available as soon as possible. In the meantime, Shri K. L. Maheshwari PCIT-1, Kolkata suggested that the ACs should not be lying idle and it is better that the same may be installed at the designated places, while the additional power capacity required is being pursued. This is to ensure that the machines do not get damaged for lack of maintenance while in storage.

The suggestions made by Shri K. L. Maheshwari, PCIT-1, Kolkata have been accepted by the Principal CCIT Shri A. K. Singh and the other Members present at the meeting.

[Action : DCIT, Hqrs. (OSD) (Infra) & ITO, Hqrs. (Admn.)-II, Kolkata]

B. It was observed by the present quorum that it is difficult for the respective Building-in-Charges to handle all building maintenance related aspects on his/her own. To this issue, the Principal CCIT West Bengal & Sikkim Shri A. K. Singh proposed that in order to ensure better functioning of the Building-in-Charges, respective PCIT/CIT Building-in-Charges constitute a Standing Committee comprising of 3 to 5 members for better decision making and implementation. The proposal was unanimously accepted and it was agreed that every building in charge shall form the Standing Committee (if not already constituted) and conduct its first meeting, and report to the office of the Principal CCIT by 06.11.2015. It was also agreed that the Committee thus formed should meet every 15 days mandatorily and monitor progress of any projects on going as well as proposed.

[Action : Respective CIT, Building-in-Charges]

C. The next issue in the agenda that was discussed was toilets and general cleanliness of IT buildings. The issue was discussed and it was decided that the concerned Building Committee would be responsible for the inspection of each toilet and shall the DPLs accountable. It was proposed by Shri S. M. Ashraf , CCIT-4 Kolkata that to monitor the progress of cleanliness of toilets a duty chart /maintenance chart (floor-wise as well as toilets-wise) should be maintained.



The Caretaker or his nominated staff will oversee the chart and ensure that each of the toilets are cleaned at least thrice a day.

[Action : Respective AO Building-in-Charges & Caretakers]

D. The issue of exterior painting of the Aayakar Bhawan building was raised and it has been stated that the same has to be done by CPWD. Further co-ordination with CPWD in this regard has been called for by Shri A.K. Singh principal CCIT West Bengal & Sikkim.

[Action : ITO, Hqrs. (Admn.)-II, Kolkata]

E. In the meeting it has been pointed out that the car parking space which is in the middle of Aayakar Bhawan and Aayakar Bhawan Annexe, is under the control of Directorate of Income Tax (Inv.) and the same is being mis-utilised. In response Shri A.K. Singh Principal CCIT West Bengal & Sikkim directed the Building-in-Charge of Aayakar Bhawan Annexe, Shri D. K. Sonowal Addl. DIT (Inv.) that necessary steps may be undertaken for earmarking the parking space designation-wise. Some parking space should also be demarcated for visiting Commissioners of Income Tax of other buildings. This may be also implemented in other buildings as well. A final report to this effect is to be submitted to the office of Principal CCIT West Bengal & Sikkim by 10.11.2015. The Pr. CCIT, WB & Sikkim has further directed the JCIT Hqrs. (Admn & Vig.), Kolkata to co-ordinate the issue of parking space specifically with the Addl. DIT (Inv.), Kolkata.

[Action : Addl. DIT (Inv.), Kolkata & Caretakers of Aayakar Bhawan & Aayakar Bhawan Annexe]

F. The issue of deployment of security personnel and installation of CCTV was raised as per the agenda discussed by the present members. During the discussion it has come to light that many undesirable elements as well as unknown persons are gaining unauthorised entry into the Income Tax Buildings across the Charge. As a solution to the problem, it has been proposed by Shri A.K. Singh Principal CCIT, West Bengal & Sikkim that wearing of Identity Card should be made mandatory across the hierarchy to ensure that foreign and undesirable elements do not gain access into the Income Tax Buildings. He has also stated that those without Identity Card must register at the main entrance of Income Tax Buildings their personal details with security personnel posted therein. Certain members raised the issue of having Identity Card for authorised representatives of assesseees in the building. To this, it was decided that such Representatives must exhibit some form of ID/Certificate of authorisation from the assesseees before they are allowed entry into the building. Each Building-in-Charge is to monitor the implementation of this plan, and issue necessary instruction to security personnel. The representatives of ITGOA, ITEF and IRSA gave their approval to the implementation of this plan. Shri A. K. Singh Principal CCIT West Bengal & Sikkim further requested that a panel having Shri D. N. Mishra PCIT -4, Kolkata and Shri Rakesh Goyal CIT, TDS to prepare a format in which the register for record for visitors is to be maintained. The format should be submitted by 03.11.2015, so that the plan can be executed from 09.11.2015 onwards.

[Action : CIT Building-in-Charge and ITO, Hqrs. (Admn.)-II, Kolkata]

G. Weeding Out of old furniture as well as old computers has been discussed in order to create more available space within Aayakar Bhawan properties and improve aesthetes. Shri A.K.



Singh Principal CCIT West Bengal & Sikkim has directed each Building-in-Charge to follow the due process of tender and auction as defined by the Administrative Rule Book to dispose of such old furniture and computers. A status report to that effect is to be submitted to the office of Shri A.K. Singh Principal CCIT West Bengal & Sikkim by 15.11.2015 by each Building-in-Charge. Shri A.K. Singh Principal CCIT West Bengal & Sikkim has further pointed out that though quick decisions are to be taken all codal procedures to be observed.

[Respective CIT Building-in-Charges]

H. It has been pointed out that the EPABX system at Aayakar Bhawan is not fully functional. To rectify out the problem it has been directed by the Pr. CCIT, WB & Sikkim that Shri D. N. Mishra PCIT-4, Kolkata along with DCIT Co-ordination shall hold a meeting with EPABX maintenance Agency. The maintenance Agency may be directed to check all numbers on a monthly basis and submit a status report for remedial action.

[Action : DCIT, Hqrs. (OSD) (in-charge of Co-ordination)]

I. In addition to this, it was also decided that each Building-in-Charge shall nominate an officer of the rank of JCIT/Addl. CIT for monitoring each floor of the building concerned.

[Respective CIT Building-in-Charges]

4. No other points for discussion.

5. The meeting concluded with a Vote of Thanks to Chair.