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F.No.Pr.CCIT/Estt/JCM/2017-18

Date: 09.03.2017

To

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

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



(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.