



Income Tax Gazetted Officers' Association

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F. NO. ITGOA/communication/2015-16

Dated: 06-12-2015

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

Dear Comrade,

Subject: The Proposal for Amendment of the Constitution of ITGOA

Kindly refer to the above.

The MCM, Chandigarh constituted a Committee to propose the required Amendments in the existing Constitution of ITGOA under the Chairmanship of Com. Amitava Dey, Vice-President, ITGOA. The said "Constitution Amendment Committee" has prepared a proposal for amendments and handed it over to the CHQ. I, on behalf of the CHQ, endorse the Proposal to all Units of ITGOA for consideration and further suggestions/opinions. The Units are requested to send any such suggestion/opinion to Com. Amitava Dey, Vice-President, ITGOA in demitava.dey31@gmail.com by 15-12-2015 so that the final Proposal can be placed in the Managing Committee Meeting at Guwahati on 19-12-2015 for discussion.

With warm regards,

Yours comradely,

(Bhaskar Bhattacharya)
Secretary General

Article	Existing Clause	Article	Proposed Clause
Article2	<p>Headquarters</p> <p>The Office and Headquarter of the Association shall be at New Delhi or at the place where the Secretary General for the term has his Head Quarters.</p>	Article2	<p>Central Head Quarters</p> <p>The Office and Headquarter of the Association shall be at New Delhi .</p>
Article-3(v)	not to represent interests based on caste, tribe and religious denomination and	Article-3(v)	<i>Not to represent the interests, or on the basis of any caste, tribe or religious denomination or of any group within or section of such caste, tribe or religious denomination and</i>
Article 4	Each unit shall have Executive Body, Branches and Bank Accounts to run the organization at regional level. The General Body of the unit shall decide the composition of Executive Body, Branches which shall be suitable to the local conditions of the unit, subject to clause-27.	Article 4	<i>For functioning, the Central Headquarters will consist of office bearers duly elected in the Biennial General Meeting. For functioning of the Units, the headquarters will normally be at the place where the Principal Chief Commissioners are stationed. The list of Units with its headquarters is annexed as Annexure. The Unit shall consist of Unit Office bearers and Executive Committee Members duly elected in the respective Biennial General Meeting. The Unit shall decide the composition of the Office Bearers and Executive Body. The Units will have Branches which shall be suitable to the local conditions of the unit. The headquarters of the Branches will normally be decided by the Unit. Branch General Body meeting will elect the Branch Executive Committee and Branch Secretariat.</i>
Article 5(a)	<p>All promotee Gazetted Officers of Income Tax Department, who is not a member of any other service association, shall be eligible for membership of this association.</p> <p>A promotee Gazetted Officer means any officer promoted from non-gazetted post to Gazetted post in Income-tax Department.</p>	Article 5(a)	<p><i>All promotee Gazetted Officers of Income Tax Department, who is not a member of any other service association , shall be eligible for membership of this association. Any promotee officer desirous of becoming a member of the Income Tax Gazetted Officers Association, shall make an application in writing in prescribed form to the Unit Secretary. The prescribed form is annexed.</i></p> <p>A promotee Gazetted Officer means any officer promoted from non-gazetted post to Gazetted post in Income-tax Department.</p>
Article 5(d)(ii)	Any member working against the interest of the Association or who is found guilty of misconduct may be expelled from the membership by the General Body of the unit. President of the meeting shall cast his vote in case of tie.	Article 5(d)(ii)	<i>Any member working against the interest of the Association or who is found guilty of misconduct may be expelled from the membership by the EC of the Unit with the approval from the CHQ. President of the meeting shall cast his vote in case of tie.</i>
Article 5(d)(iii)	No member shall be removed without being given a reasonable opportunity of being heard.	Article 5(d)(iii)	No member shall be removed without being given a reasonable opportunity of being heard both by <i>the Executive Committee of the Unit and the CHQ</i>

Article 5(d)(iv)	A member expelled shall have a right to apply for review. The power of review shall vest with General Body of the Unit	Article 5(d)(iv)	A member expelled shall have a right to apply for review within a period of 30(thirty) days of such removal. The power of review shall vest with the <i>Executive Committee of the Unit, provided such admission is approved by the CHQ</i>
Article 8	FUNDS The funds of the Association shall be made up of subscription from members collected through units and grant, if any, made by the Government. The funds so collected shall be exclusively used in furtherance of the objects of the Association.	Article 8	FUNDS (i) The funds of the Association shall be made up of subscription from members collected through units and grant, if any, made by the Government. The funds so collected shall be exclusively used in furtherance of the objects of the Association. (ii) The funds of the Association shall be deposited in any Nationalized Bank/Scheduled Bank and the accounts shall be operated by the Secretary General and the Treasurer.
Article 9	ACCOUNTS The funds of the Association shall be deposited in any Nationalized Bank/Scheduled Bank and the accounts shall be operated by the Secretary General and the Treasurer.	-	
Article 10, 11 & 12	Same as in the Existing Constitution	Article 9,10,11	No amendment suggested
Article 13	General Body Meetings Explanation i) Notice of the Meeting with the agenda shall be circulated at least 30 days before the date of such meeting. ii) The General Body Meeting shall :- a) Consider the report of the Secretary General for the previous two years as approved by the Managing Committee. b) Consider the audited statement of accounts for the previous two years. c) Elect the Office-Bearers for the ensuing term.	Article 12	Biennial General Body Meetings Explanation i) Notice of the Meeting with the agenda shall be circulated at least 30 days before the date of such meeting. ii) The General Body Meeting shall :- a) Consider the report of the Secretary General for the previous two years as approved by the Managing Committee. b) Consider the audited statement of accounts for the previous two years. c) Elect the Office-Bearers for the ensuing term. d) Consider amendments, if any, to the Constitution provided at least 7 days notice is given to the Secretary General before the date of Meeting duly proposed and

	<p>d) Consider amendments, if any, to the Constitution provided at least 7 days notice is given to the Secretary General before the date of Meeting duly proposed and seconded.</p> <p>e) Consider and adopt resolutions and consider any other matter, notice of which is given to the Secretary General at least 7 days before the date of meeting duly proposed and seconded.</p>		<p>seconded.</p> <p>e) Consider and adopt resolutions and consider any other matter, notice of which is given to the Secretary General at least 7 days before the date of meeting duly proposed and seconded.</p> <p>f) <i>Business of the Biennial General Meeting will remain open till the meeting is officially declared close by the newly elected President.</i></p>
Article 14(b)(ii)	If the Secretary General fails to issue notice for the Extra-ordinary General Body Meeting within 7 days from the date of the receipt of the requisition, the Additional secretary, if he fails the President shall issue the notice within 7 days from the date of such failure and if he fails, the Units which have given the requisition shall issue notice under their joint signature and thereafter all provisions of clause14 shall apply.	Article 13(b)(ii)	If the Secretary General fails to issue notice for the Extra-ordinary General Body Meeting within 7 days from the date of the receipt of the requisition, the President shall issue the notice within 7 days from the date of such failure and if he fails to issue notice , the Units which have given the requisition shall issue notice under their joint signature and thereafter all provisions of clause13 shall apply.
Article 14(c)	Notice of the agenda of this Meeting shall be circulated at least 15 days before the date of such meeting. Proviso provided that the condition in respect of the time frame mentioned in sub-clause (b)&(c) may be waived by such General Body, if deemed necessary.	Article 13(c)	Notice of the agenda of this Meeting shall be circulated at least 15 days before the date of such meeting. Proviso provided that the condition in respect of the time frame mentioned in sub-clause (b) & this sub clause may be waived by such General Body, if deemed necessary.
Article 15	<p>Managing Committee</p> <p>The Managing Committee of the Association shall consist of:</p> <p>i) President - 1 (One)</p> <p>ii) Vice-President - 2 (Two)</p> <p>iii) Secretary General - 1 (One)</p> <p>iv) Additional Secretary - 1 (One)</p> <p>v) Joint Secretary - 2 (Two)</p>	Article 14	<p>Managing Committee</p> <p>The Managing Committee of the Association shall consist of:</p> <p>i) President - 1 (One)</p> <p>ii) Vice-President - 3 (Three)</p> <p>iii) Secretary General - 1 (One)</p> <p>iv) Additional Secretary - 1 (One)</p> <p>v) Joint Secretary - 3 (Three)</p> <p>vi) Assistant Secretary (Hqrs) - 1(one)</p>

<p>vi) Assistant Secretary - 2 (Two) vii) Treasurer - 1 (One) viii) Zonal Secretaries- 5 (Five) for North, South, East, West & Central ix) General Secretaries of all the Units.</p> <p>Explanation: If the General Secretary of a unit is unable to represent his unit in the Managing Committee Meeting due to his non-availability or because he is office bearer of Hqrs, the unit shall nominate any other member of that unit to represent their unit in the Managing Committee Meeting.</p>		<p>vii) Assistant Secretary - 3 (Three) viii) Treasurer - 1 (One) ix) Zonal Secretaries- 5 (Five) for North, South, East, West & Central x) General Secretaries of all the Units.</p> <p>Explanation: If the General Secretary of a unit is unable to represent his unit in the Managing Committee Meeting due to his non-availability or because he is office bearer of Central Hqrs, the unit shall nominate any other member of that unit to represent their unit in the Managing Committee Meeting.</p>
<p>Article 17(ii) The Managing Committee shall fill up vacancies that arise during the term of office in the Executive Body of Head Quarters other than the post of President and Secretary General, by co-option if the vacancies were to last for more than six months. In case vacancy arises for the post of the President or Secretary General and remaining tenure is more than 12 months, the elected Vice President shall act as the President and Additional Secretary shall act as Secretary General for a maximum period of 6 months, after which fresh elections as per Clause-21 shall be held.</p>	<p>Article 16(ii)</p>	<p>The Managing Committee shall fill up vacancies that arise during the term of office in the Executive Body of <i>Central</i> Head Quarters other than the post of President and Secretary General, by co-option if the vacancies were to last for more than six months. In case vacancy arises for the post of the President or Secretary General and remaining <i>normal</i> tenure is more than 12 months, the elected Vice President shall act as the President and Additional Secretary shall act as Secretary General <i>till the completion of remaining normal tenure</i>, after which fresh elections as per Clause-20 shall be held.</p>
<p>Article 18 OFFICE BEARERS OF THE ASSOCIATION</p> <p>Following shall be office bearers of the association, who together shall be the Secretariat/ Executive Body of the Association :</p> <p>i) President - 1 (One) ii) Vice President - 2 (Two) iii) Secretary General - 1 (One) iv) Additional Secretary - 1 (One) v) Joint Secretary - 2 (Two)</p>	<p>Article 17</p>	<p>OFFICE BEARERS OF THE CENTRAL HEAD QUARTERS</p> <p>Following shall be office bearers of the association, who together shall be the Secretariat/ Executive Body of the Association :</p> <p>i) President - 1 (One) ii) Vice President - 3 (Three) iii) Secretary General - 1 (One) iv) Additional Secretary - 1 (One) v) Joint Secretary - 3 (Three) vi) Assistant Secretary (Hqrs.) - 1 (One)</p>

	vi) Assistant Secretary – 2 (Two) vii) Treasurer – 1 (One) viii) Zonal Secretary – 5 (Five) For North, South, East, West & Central Zones. The Regions falling within each Zone shall be as per that of CBDT's Tax Administration Zones.		vii) Assistant Secretary – 3 (three) viii) Treasurer – 1 (One) ix) Zonal Secretary – 5 (Five) For North, South, East, West & Central Zones. The Regions falling within each Zone shall be as per that of CBDT's Tax Administration Zones.
Article 19(vi)	Assistant Secretary He shall: a) act in general as a Liaison Officer between the Association Secretariat and the Ministries, the Central Board of Direct Taxes, and any other authority/organisation and b) communicate matters between the Units and the Association Secretariat.	Article 18(vi)	a) Assistant Secretary (Hqrs.) He shall: i) act in general as a Liaison Officer between the Association Secretariat and the Ministries, the Central Board of Direct Taxes, and any other authority/organisation and ii) communicate matters between the Units and the Association Secretariat. b) Assistant Secretary The Assistant Secretaries shall assist the Secretary General and shall carry out the functions assigned to them by the Secretariat as well as Secretary General

Article 19 (vii)	e) deposit all the monies collected with the Bank except a sum of Rs.5000/- which he may keep as imprest money to meet the day-today expenses;	Article 18 (vii)	e) deposit all the monies collected with the Bank except a sum of Rs.20000/- which he may be kept as imprest money to meet the day-today expenses;
Article 21(vi)	Elections One post of Assistant Secretary will be reserved for the Delhi Unit and the post of Treasurer shall be from the same unit as that of the Secretary General ;	Article 20(vi)	<i>Elections</i> <i>One post of Vice President will be reserved for the unit hosting the BGM. The post of Assistant Secretary (Hqrs.) will be reserved for the Delhi Unit. One post of Assistant Secretary will be reserved for the cadre of AO/PS. There cannot be more than 1(one) Assistant Secretary from a Unit. The post of Treasurer shall be filled up at the choice of the Secretary General.</i>
		Article 20(xiii)	<u>Units with Moffusil Branches</u> <i>The election of office bearers of a Unit of ITGOA having moffusil branches is to be done at the Biennial General Body Meeting of the respective units. The Executive Committee of the Unit shall nominate a member of the Unit to be the Election Commissioner, who</i>

			<i>is not to contest in the election. The Unit Secretary shall intimate the Election Commissioner, the posts to which election are to be held. The Election Commissioner shall conduct the election in the manner as described in Clause (ii), (iii), (iv), (v), (vii) , (ix), (x), (xi), (xii) of Article 20.</i>
		Article 20(xiv)	<u>Units with No Moffusil Branches</u> <i>The Executive Committee of the Unit shall nominate the Election Commissioner, who is not to contest in the election, for conduct of election. The Unit Secretary shall intimate the Election Commissioner, the posts to which election are to be held. The Election Commissioner on receipt of such information as also the list of members who are entitled to cast vote from the Unit Secretary, will draw up a schedule providing adequate number of days for filing of nomination, withdrawal and campaign prior to the date of election. In order to conduct the election in a free and fair atmosphere, the Election Commissioner may notify a procedure for the conduct of the election. The election shall be through secret ballot and each member shall have one vote.</i>
		Article 20(xv)	<u>Election at the Branches</u> <i>The members working in the branches of a unit wherever it is constituted shall elect office bearers and Branch executive committee members in the manner laid down in Clause (xiv) of Article 20.</i>
Article 22(c)	ii) The Chairman of the Meeting shall have the power of casting his vote in case of tie.	Article 21(c)	ii) The President of the Meeting shall have the power of casting his vote in case of tie.
Article 23(C)	Resolutions in all meetings shall be decided by a simple majority of vote.	Article 22(c)	Resolutions in all meetings shall be decided by a simple majority of vote. The President shall have the power of casting his vote in case of tie.
Article 24	QUORUM The following shall be the quorum of various meetings: i) General Body Meeting - 15 Nominees. ii) Extra-ordinary G B M - 10 Nominees. iii) Managing Committee Meeting - 10 Units. iv) Secretariat Meeting - 8 Office Bearers Provided that in case of any of the meeting being adjourned for lack of Quorum, the same may be reconvened to consider the items on the agenda	Article 23	QUORUM The following shall be the quorum of various meetings of CHQ: i) Biennial General Body Meeting - 15 Nominees. ii) Extra-ordinary G B M - 10 Nominees. iii) Managing Committee Meeting - 10 Units. iv) Secretariat Meeting - 8 Office Bearers of CHQ <i>The following shall be the quorum of various meetings of Unit:</i> i) Biennial General Body Meeting - 1/4 th of its strength of the Unit. ii) Extra-ordinary G B M - 1/5 th of its strength of the Unit iii) Executive Committee Meeting - shall not be less than 1/4 th of its strength.

	after giving proper notice and there shall be no Quorum for such reconvened meeting.		<i>of EC</i> Provided that in case of any of the meeting being adjourned for lack of Quorum, the same may be reconvened to consider the items on the agenda and there shall be no Quorum for such reconvened meeting.
Article 26	TERM OF OFFICE All the Office Bearers, Managing Committee Members and Auditor shall hold office for a term of two years from the date of their election or till they cease to be members as per clause 5(c) or till fresh elections are held in the next General Body Meeting, whichever is earlier. If elections are not held within two years from the date of earlier election, their term of office can be extended by three months so that the total period does not exceed 27 months and if elections are not held within 27 months from the date of earlier election, then the Office Bearers shall cease to be Office Bearers.	Article 25	TERM OF OFFICE All the Office Bearers, Managing Committee Members and Auditor shall hold office for a term of two years from the date of their election or till they cease to be members as per clause 5(c) or till fresh elections are held in the next General Body Meeting, whichever is earlier. If elections are not held within two years from the date of earlier election, their term of office can be extended by three months so that the total period does not exceed 27 months and if elections are not held within 27 months from the date of earlier election, then the Office Bearers shall cease to be Office Bearers. <i>Provided, however, that the Principal Office Bearers namely President and Secretary General shall not ordinarily hold office for more than two consecutive terms of two years each at one stretch in the same capacity and 3(three) consecutive terms in both the capacity</i> <i>After the Biennial General Meeting and elections are over, the outgoing Secretary General will, in consultation with the incoming Secretary General, decide upon the date of handing over and taking over of charges of the CHQ records. The handing over and taking over of charge should normally be done within 15(fifteen) days from the date of completion of BGM. However in exceptional circumstances such handing over and taking over shall be done within a period of 30(thirty) therefrom.</i>
Article 27 (ii)	The General Body of the Units shall elect the Office bearers/Executive Body of their unit. The Executive Body shall comprise of Office Bearers i.e., President, Vice President General Secretary, Addl. Secretary, Joint Secretary, Asst. Secretary, Treasurer and Executive Committee Members. The units can have additional posts of office bearers as decided by the General Body of the unit to suit their local conditions.	Article 26(ii)	(a) <i>The model Unit Executive Committee shall comprise of Office Bearers i.e., President, Vice President General Secretary, Addl. Secretary, Joint Secretary, Asst. Secretary, Treasurer and Executive Committee Members. The units can have additional posts of office bearers as decided by the General Body of the unit to suit their local conditions. The Units , however may decide the composition of Office Bearers and Executive Committee Members of the Unit according to their requirement subject to overall limit of clause 26(iii)</i> (b) <i>The Branch Executive Committee shall comprise of Office Bearers i.e., President, Vice President General Secretary, Joint Secretary, Asst. Secretary, Treasurer and Branch Executive Committee Members. The Branch Secretary of the Branch will be ex-officio members of the Executive Committee of the Unit.</i>

Article 27(iii)	The maximum and minimum number of posts in the executive body of the unit shall be 35 and 7 respectively. The term of office of office bearers of the unit shall be two years.	Article 26(iii)	<i>The maximum and minimum number of posts in the executive Committee of the unit shall be 50 and 15 respectively. The term of office of office bearers of the unit shall be two years. The maximum and minimum number of posts in the Branch Executive Committee shall be 9 and 5 respectively. The term of office of office bearers of the unit shall be two years.</i>
		Article 26(iv)	<i>The Executive Committee of the Unit shall provide 25% of membership subscription collected from the members of a Branch to the Executive Committee of that Branch</i>
Article 27(iv)	Election notification shall be issued 30 days before the date of election. The election shall be direct and through secret ballot. Each member shall have one vote. Procedures for conduct of Elections, suitable to the local conditions may be decided by the General Body of the Unit.	Article 26(v)	<i>Election notification shall be issued 30 days before the date of election. The election shall be held in accordance to the Article 20(xiii), (xiv) and (xv)</i>
Article 27(v)	There shall be 15 days notice with an agenda for the General Body and quorum for the meeting shall be 15% of the total membership of the unit.	Article 26(vi)	<i>There shall be 15 days notice with agenda for the General Body and quorum for the meeting shall be in accordance to Article 13 above.</i>
Article 27(vii)	The President, General Secretary and Treasurer shall ordinarily be stationed at the Hqrs of the CCIT(CCA) or at any other station as decided by the Executive Body of the Unit.	Article 26(viii)	The President, General Secretary and Treasurer shall ordinarily be stationed at the Hqrs of the Pr. CCIT or at any other station as decided by the Executive Committee of the Unit.
Article 27(viii)	Extra-Ordinary General Body Meeting : An Extra-ordinary General Body Meeting of the Unit may be convened by the General Secretary with the approval of the Office Bearers of the Unit or on requisition signed by 15% of the total membership of the unit, assigning the reasons for the same and specifying the matter sought to be considered by the General Body. In case of such requisition the General Secretary shall convene the Extra-ordinary General Body meeting within the 30 days from the date of	Article 26(ix)	Extra-Ordinary General Body Meeting : An Extra-ordinary General Body Meeting of the Unit may be convened by the General Secretary with the approval of the Executive Committee of the Unit or on requisition signed by 25% of the total membership of the unit, assigning the reasons for the same and specifying the matter sought to be considered by the General Body. In case of such requisition the General Secretary shall convene the Extra-ordinary General Body meeting within 30 days from the date of receipt of the said requisition. If the General Secretary fails to issue notice for the Extra-ordinary General Body Meeting within 7 days from the date of the receipt of the requisition, if he fails the President, if the President fails, the Vice president shall issue the notice within 7 days

	<p>receipt of the said requisition.</p> <p>If the General Secretary fails to issue notice for the Extra-ordinary General Body Meeting within 7 days from the date of the receipt of the requisition, the Addl. Secretary, if he fails the President, if he fails the Vice president shall issue the notice within 7 days from the date of such failure. If all of them fail, the members who have requisitioned the Extra-Ordinary General Body Meeting can issue the notice, under their joint signature.</p>		<p>from the date of such failure. If all of them fail, the matter shall be referred to the CHQ. The CHQ will send observer, shall not be from that unit, to conduct the meeting.</p>
<p>Article 27(xi)</p>	<p>The Units/Branches shall complete their election before the election of the Office Bearers of the Association (All India) and intimate the results thereof to the CHQ of the Association immediately.</p>	<p>Article 26(xi)</p>	<p>a) The Units shall complete their election before the election of the Office Bearers of the Association (All India) and intimate the results thereof to the CHQ of the Association immediately.</p> <p>b) The Branches shall complete their election before the election of the Office Bearers of the Units and intimate the results thereof to the General Secretary of the Unit immediately.</p>

<u>Sl.No.</u>	<u>Name of the Unit</u>	<u>Unit H.Qrs.</u>
1.	Andhra Pradesh & Telengana State Unit	Hyderabad
2.	Bihar & Jharkhand Unit	Patna
3.	Delhi Unit	Delhi
4.	Gujrat Unit	Ahmedabad
5.	Karnataka & Goa Unit	Bengaluru
6.	Kerala Unit	Ernakulam
7.	Madhya Pradesh & Chattisgarh Unit	Bhopal
8.	Mumbai Unit	Mumbai
9.	Nagpur Unit	Nagpur
10.	North East Unit	Guwahati
11.	North Western Unit	Chandigarh
12.	Odissa Unit	Bhubaneswar
13.	Pune Unit	Pune
14.	Rajasthan Unit	Rajasthan
15.	Tamilnadu Unit	Chennai
16.	U P (East) Unit	Lucknow
17.	U P (West) Unit	Kanpur
18.	West Bengal Unit	Kolkata

Application Form for admission as member of ITGOA

1. Applicant's name (in block letter)
2. Designation in the Office:
3. Date of entry into the service
4. Date of entry in the cadre of Group-B :
5. Office ich posted :
6. Residential status:

I declare that the particular furnished above are correct. I agree to abide by the Constitution, discipline, and directives o f the ITGOA. I amy be enrolled as a member of the ITGOA.

Station

Signature

Date