



UNITY IS STRENGTH

THE

NEWSLETTER

Bulletin of the Income Tax Gazetted Officers' Association, WB Unit
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January - March, 2015

Your Vision - Our Aspiration



(August 16, 1950 - February 7, 2015)
COMRADE RAJARSHI DASGUPTA

EDITORIAL

Dear Friends

At the outset I would like to extend my warm greetings for the Year 2015. The newly constituted Executive Committee of ITGOA (W.B unit) has commenced its journey on 19th January 2015 and is proud to publish its maiden edition of the newsletter. During the last two years we were not able to bring out that many editions of the newsletter as we had wanted. This time, we wish to rectify the shortcomings and pledge to bring out the newsletters more regularly and frequently.

We are very happy to see the involvement of the members in the organisational activities which was reflected in the massive turnout at the elections held on 14.01.15. We accept the mandate with utmost humility and will unitedly strive to carry forward the banner of ITGOA.

The new year didn't start on a happy note for us. We lost our friend, philosopher and guide Comrade Rajarshi Dasgupta on 07.02.15, after a valiant battle with cancer. The vacuum that our departed leader leaves behind will be very difficult to fill. However, we must strive to work unitedly and fulfil his unaccomplished task and achieve his cherished dreams.

On the home front the department is yet to reorganise itself following the implementation of Cadre Restructuring '14. The hasty manner in which the new jurisdiction was notified on 14th November 2014 has caught us unprepared and left the officers and staff to virtually fend for themselves. It was only through the timely intervention of ITGOA, a semblance of normalcy has been restored. With the announcement of cut-off date for transfer of files, forcing the authorities to provide adequate office space and infrastructure for staff and officers and all out efforts for completion of PAN migration, the AOs could ultimately complete the huge pendency of time barring scrutiny cases. The revenue collection this year has been below par though we have climbed one spot in the list of top tax garners, amongst 18 regions. Let us take a pledge to put an even better effort in the coming financial year to dispel the false notion about the work culture in West Bengal.

On the national stage the ball has started rolling after a long hiatus. Promotions from ITO to ACIT for 2013-14 have taken place. All out efforts are being made by the present all India leadership to clinch the promotions for vacancy years 2013-14 (remaining vacancies), 2014-15 & 2015-16. The finalisation of seniority list of Inspectors and ITOs on the basis of Hon'ble Supreme Court's judgment in the N. R Parmar case has been taken up in the right earnest in this region. Through the constant persuasion of the authorities, under the banner of JCA, we have been able to make better progress in West Bengal region but the pan India scenario is not very rosy. The CHQ deserves special mention because the All India AGT was passed within second week of April, this year. The orders also reflect that most of the just demands of ITGOA were conceded by the CBDT. The cooling off period has been accepted as two years and the period of reckoning from AGT to AGT. This has benefitted a number of our members who have returned to their home state. Now, it is our responsibility to reciprocate this gesture and ensure early AGT at local level.

All these issues were dealt threadbare in the first three meetings of the Executive Committee which were held at different buildings at Kolkata. From the minutes uploaded in the web-site, you will find that several sub-committees have been formed with an aim to dwell on all the problems that affect our members. We have also informed about the issues of this region voiced by our unit in the last MCM at Indore, as well about the developments at the all India level. We resolve to further open up the realm of E.C. and involve more and more general members in the day-to-day functioning of the Association.

Lets us endeavour to make ITGOA a fighting force which can snatch all the legitimate demands of its members from the jaws of adversities.

Sayantana Banerjee

(General Secretary)

REGIONAL

BGM of ITGOA, West Bengal Unit

The BGM of ITGOA WB unit was held at the Roof Top of Aayakar Bhawan, on the 19th of January, 2015. The overwhelming presence of the members of WB unit in large numbers made the BGM truly meaningful. Com. Ajay Goel, President, ITGOA-CHQ, Com. Amitava Dey, Vice President, ITGOA-CHQ, Com. Bhaskar Bhattacharya, Secretary General, ITGOA-CHQ and outgoing General Secretary of WB unit and Com. Sanjay Pandey, Zonal Secretary (E), ITGOA-CHQ, and EC members of ITGOA, WB unit were also present. Com. Rajarshi Dasgupta, Com. Debnath Mukhopadhyay, Com. Pijush Kabasi, Com. Tapas Dasgupta, Com. Mukunda Behari Roy and host of retired members and leaders of earlier years, also graced the occasion. Com. Dinanath Kar, General Secretary, All India Central Excise Inspectors' Association and the leaders of our local fraternal units, ITEF Group C, ITEF Group D and Income Tax Casual Worker's Association, Income Tax SC ST Welfare Association, Retired Gazetted Officers Organisation, were also present in the BGM. The meeting started with a welcome song sung by Com. Debasish Biswas, EC Member. The BGM observed one minute's silence in the memories of Late Debapriya Karmakar, Nitai Biswas, Prasenjit Dawn, Santana Mondal, and Sujit Ganguly, General Secretary, Income Tax Casual Worker's Association.

Then the minutes of the last BGM held on 07-12-2012 was read out. There were no amendments, so the minutes were approved by the members.

Comrade Dinanath Kar, Rajarshi Dasgupta, Debnath Mukherjee, Ajoy Goel, Rupak Sarkar, Kalyan Roy Choudhury, Amitava Dey, and Bhaskar Bhattacharya deliberated on different issues which inter alia included.

- The necessity of mutual co-operation between the various associations of the Central Government.
- The Cadre Restructuring of 2014- where did it go wrong and why did it fail to satisfy the expectations of our members
- The moribund CGHS in Kolkata, and the necessity to take the matter up with the CGHS authority.
- The necessity of strengthening the JCA at CHQ level.
- The roadmap to stop the process of diversion of 1633 posts from West Bengal.
- The needs to harness the capacity and momentum of a united ITGOA and thwart the evil designs of the IRS lobby to deprive the members of ITGOA in the CRC.
- The inactivity of the ITGOA, CHQ during last four terms.
- The use of the platform of JCA to maximize the benefits of CPC.
- Settle the issue of ITO to AC promotion after proper determination of year wise vacancies:
- AC to DC promotion: For the time the promotion for 2006, 2007, 2008 & 2009 batch did not get the promotion w.e.f. 1st of January. The CHQ shall pursue the CBDT and the DoPT to retrieve the date of effect to its proper place. If it cannot be accomplished, then ITGOA will move to

Court on behalf of its members.

- DC to JC promotion: Proposal yet to be sent to UPSC due to deficiency in APARs, specially where upgradation/ removal of adverse comment taken place, as UPSC looks for the entire dossier of such cases and mere communication of upgradation/ removal won't serve the purpose. CHQ pursuing the matter closely to ensure early sending of proposal to UPSC.
- Cadre Restructuring: With the onset of new Central Government, the old design of propagation of the interest of the CsCIT & CsIT has been stalled & interest of field officers is being pursued.
- Cooling-off period for returning back to home state in case of cross country transfers. – It was decided to send a proposal to Board to calculate the period from AGT to AGT.
- Laptops : Issue of laptops to ITOs & ITIs has progressed and the matter is presently pending with IFU.
- Shri Bhaskar Bhattacharya Presented the General Secretary's Report & Audited Accounts for the years 2012-14 before the house for discussion. Copies of the Report were distributed among the members present in the meeting. The same were unanimously accepted The President thanked the Secretary for his report and service for the last bi-ennial period.
- Pradip Paul, TRO nominated as Auditor on approval by the House.

The following resolutions were adopted by the BGM, after thorough discussion to press for the demand

1. Immediate revocation of proposed phasing out of 1633 post from WB unit and allocation of extra posts in all cadres in this region.
2. Immediate implementation of NRP Parmar Judgment uniformly in all regions for all direct entry cadres.
3. Immediate promotion from ITI to ITOs which could not be given because of court orders and their seniority should be fixed from 21.12.2014 as with other 17 regions.
4. Immediate promotion in the cadre of ACIT from the R.Y. 2014-15 and correct calculation of vacancies for the R.Y. 2013-14 and 2014-15.
5. Immediate regularization of JCIT of 2000 & 2001 Batches, promotion in STS for 2006 & 2007 and 2008 & 09 (left over) batches with retrospective effect from due date.
6. Regularisation of JCIT of 2002 batch / Screening committee for left-over officers for i] STS to 2010 and ii] NFSG to 2001.
7. Immediate filling up of all vacant posts in all cadres in the department.
8. Discontinuation of the policy of thrusting additional charges for more than two months. at a stretch without appropriate additional pay.
9. Immediate suitable amendment of all India transfer policy in respect of ACIT DCIT transfers to ensure minimum movement on promotion if there is adequate vacancy available in the home state.
10. Arriving at a policy decision immediately regarding grant of laptops to AOs PSs.
11. Supply of laptops to the newly promoted ITOs immediately on joining and replacement of old laptops of all officers.
12. Supply of Desktop computers to all AO/PS. We also demand delinking of data cards from laptops.
13. Providing chambers to AOs/PSs are provided members on single occupancy basis or at the most on twin sharing basis
14. Immediately settlement of all pending vigilance matters against our members and ban on vigilance or inquiry proceedings or show cause on the eve of retirement.
15. Replacement of old laptops provided to our members with "new laptops immediately".
16. Broad Band connection to all DDOs immediately.
17. Filling up of any vacancy caused in the Executive Committee because of All India Transfer by co-option by the existing EC.
18. Relaxation of eligibility condition: to fill up posts in the higher cadre of AO/PS and creation of commensurate posts of AO/PS with the upgraded posts of CCIT/CIT.
19. Immediate implementation of judgement in the case S.K. Shukla to all other similarly placed cases / speedy disposal of the case filed by Leela Ramchandran.
20. Revision of pay scale from 01.01.1996 for ITO&ITI

Election of executive committee for 2015-17

Election for the posts of seven office bearers and eighteen executive committee members of the ITGOA WB Unit was held on 14th January, 2015. 98% of the members exercised their right to franchise. The result of the election was declared on 16th January, 2015. The members of the newly elected body that will serve the unit for the next two years are :

Mrinal Kanti Chanda	DCIT	President	9477331010	Arunava Acharya	ITO	E.C. Member	8902195652
Sujit Kumar Singh	ITO	Vice President	8902197100	Bhaskar Bhattacharya	ITO	E.C. Member	8902198888
Sumit Roy	DCIT	Vice President	9433776270	Bhaskar Deb	ITO	E.C. Member	8902199466
Sayantana Banerjee	ITO	General Secretary	8902197979	Biplab Gangopadhyay	ITO	E.C. Member	8902198603
Bishnu Pada Mondal	ITO	Joint Secretary	8902198099	Debasish Biswas	ACIT	E.C. Member	8902199900
Sanmay Dasghosh	ITO	Joint Secretary	8902196515	Gautam Shome	ITO	E.C. Member	8902196600
Debasish Sau	ITO	Treasurer	9432867488	Monalisa Pal Mukherjee	ACIT	E.C. Member	8902195612
Swapan Kumar Routh	AO	E.C. Member(A.O.)	8902196617	Sabyasachi Chakraborty	ITO	E.C. Member	8902196990
Rabi Ranjan Ray	Sr. P.S.	E.C. Member (P.S.)	9477051020	Sanjay Kumar Pandey	ITO	E.C. Member	8902196305
Abhijit Ghosh	DCIT	E.C. Member	9830075362	Sanjay Mukherjee	JCIT	E.C. Member	8902198248
Amitava Sen	DCIT	E.C. Member	9433207572	Sanjeeb Roy	ITO	E.C. Member	8902195020
Arindam Mukherjee	ITO	E.C. Member	8902196578	Shyamal Kumar Das	ITO	E.C. Member	8902198895
				Subrata Sil	ITO	E.C. Member	8902195139

Meetings of EC

The first meeting of the Executive Committee was held at Bamboo Villa on 23-01-2015. The detailed minute of the meeting has been uploaded in the website. The following sub-committees were formed in that meeting. The members of the sub-committees will be selected after the AGT, 2015. The conveners of the sub-committees are:

Website Maintenance sub-committee : Shri Sandip Mondal

Infrastructure sub-committee : Shri Arindam Mukherjee

Sub committee for AO/PS : Shri Swapan Kr Routh

ITD sub-committee : Shri Biswapriya Majumder

Service matter sub-committee : Shri Subrata Sil

Workshop sub-committee : Shri Subhamay Dutta

Vigilance sub-committee : Shri Sabyasachi Chakraborty

RTI sub-committee : Smt Soma Yagnik

Transfer Posting sub-committee : Shri Bhaskar Deb

News letter sub-committee : Shri Swapan Kumar Chakrabarti

Investigation sub-committee : Shri Biplab Gangopadhyay

The second meeting of the Executive Committee was held at 3 Govt. Place on 04-03-2015. The details of the business transacted has been uploaded in the website.

JCA meeting with Pr. CCIT

A meeting was convened by the Pr. CCIT, WB & Sikkim on 03-03-2015 with JCA, WB and IRS Association. The following issues were discussed:

Implementation of N.R. Parmar judgment: reported by the authority that it would be completed by March end.

Installation of 6 ACs per Range: Administration was waiting for new DGS&D's Rate Contract List. Building-in-charges to be suitably instructed to take all stakeholders into confidence.

Multipurpose Hall at Aayakar Bhawan: It is reported that it would be ready by end of March.

Sitting arrangement problems at ITAT: JCA demanded for withdrawal of the newly posted officers from ITAT, if the problems are not resolved.

Infrastructure to be provided to the DDOs: Adequate staff, computers and Broadband connection to be provided to the DDOs, after taking stock of the situation.

Shifting of the office of CIT-5, Kolkata: Primarily decided to be shifted to Aayakar Poorva.

Stalled /Yet to be sanctioned Infrastructural Projects: Decided that a delegation from the office of the Pr. CCIT would soon visit Delhi to clear the hurdles in this regard.

Introduction of AEBAS and Canteen Facility: Reported that the Biometric Attendance Machines for Aayakar Bhawan already procured. ADHAR enrolment process for the employees is on. The date of introduction of AEBAS not yet finalized. Regarding Canteen Facility, it is reported that the private operators are to be invited for canteens excepting Aayakar Bhawan and Bamboo Villa.

Centralized Pension Cell: Decided that till retirement, to be looked after by the respective CIT office. Post retirement, by the Centralized Pension Cell, once Service Book sent to them.

Regularization of Wages payment to DPLs: It is reported that the matter being pursued with the DIT(EB) and hopeful of getting fund under Wages head soon.

Issuance of Identity Card to DPLs: Instead of the Card, Identity Certificate would be issued to them.

Providing adequate staff for IAP units: To be taken care of during the next AGT.

Additional Pay under FR 49: The authority was requested to take up the issue with the CBDT.

NATIONAL

Managing Committee Meeting of ITGOA, CHQ

The following decisions were taken at the Managing Committee Meeting held at Indore on 23.02.2015 and 24.02.2015

1. *ITO to ACIT Promotion & NRP Implementation:* i) To proceed on both the issues independently ii) To negotiate with the Board to determine the vacancy position for promotion (as many as possible) iii) To complete the deficient APARs iv) To pursue the Board to send the DPC proposal at the earliest v) To complete NRP implementation uniformly within 4 months

2. *Vigilance:* CHQ will pursue the Board to withdraw the letter of the Member (P), which has been misinterpreted in all charges to transfer officers out of turn.

3. *CRC:* i) Pentafurcation & Revocation of original proposal of AC/DC post creation :CHQ trying to meet the highest political leadership ii) AO-PS Commensurate Post: Note prepared by the CHQ is presently examined by DG(HRD). Board will prepare its own note and send it to PMO for its nod.

If promotion won't take place soon and all the units are agreeable, call for not accepting or relinquishment of additional charge by may be given by CHQ after 1st April after assessing the situation.

4. *DCIT Promotion retrospective effect:* i) DOPT was once again asked to give one time relaxation ii) If not responded positively, case may be filed by ITGOA for 2006 & 2007; lawyer has already been consulted iii) For 2008 & 2009 Batches, all will get the 01.01. seniority due to one below rule.
5. *IRS RR:* i) 5 out of 7 objections raised by CHQ have been addressed during DOPT vetting including issues of vacancy based promotion & bunching; two issues not accepted by DOPT are discarding Probation and combined AC+DC tenure of 9 years in place of only DC tenure of 5 years in case of JCIT Promotion criteria. IRS RR sent to UPSC for concurrence.
6. *Running CASS Cycle:* Board will be asked to run CASS cycle, latest by 31.08.2015
7. *CASS selection Parameters:* CHQ asked all the units to collect suggestion from the members.
8. *Lokpal Bill:* Only property in the name of the spouse/children but acquired from the fund of the Govt. Servant should be covered under Lokpal Act
9. *Additional Password:* DG(System) has been entrusted to examine the issue.
10. *Infrastructure:* All the Units have been asked to send all pending Infrastructure Projects/ Proposals at Board to pursue the matter.
11. *AGT, 2015:* Board fixed a target for all India AGT within March, 2015.

Board promised to clear cases of all officers completed cooling off period (AGT to AGT).

12. *Laptop:* Proposal for replacement/ allotment of new laptops for ITO onwards is presently stuck at IFU. Proposal for AO/PS has been turned down for 3rd time by DOE. Board is preparing the proposal afresh.
13. *AO/ PS G.P. Court Case:* Listed for several occasions, but the case is not being taken up.
14. *Enhancement in subscription:* The decision had been taken in Chennai BGM to enhance monthly subscription from 60/- to 100/-. The CHQ asked all the units to comply.
15. *SMS Services:* SMS Service of CHQ to be introduced soon.
16. *NFSG & JCIT regularization:* DPC is getting delayed for APAR deficiency.
17. *AEBAS:* As Gazetted Officers of Income Tax department don't need to sign on Attendance Register. It was resolved that ITGOA members won't participate in AEBAS.
18. *TARC:* A committee will examine the report.
19. *CGHS:* CHQ was requested to take up the issues relating to CGHS
20. *On line TMS:* DG (System) has been entrusted to issue the On Line TMS approval Order

TAX CORNER

Online Taxmann software is to be provided to all from the rank of ITOs and above. All officers would get the software installed both in his laptop and the desktop of his chamber. This has been a long standing demand of the association and could finally be achieved in this quarter.

Central Action Plan for 1st Quarter of 2015-16 issued on 24.03.2015

Chairperson's DO dated 26.03.2015 regarding Grievance Redressal. Members are requested to work in this field on priority basis considering the interest shown by the Hon'ble PM and the target set in the Action Plan.

CBDT notified Income Computation & Disclosure Standard on 31.03.2015.

Instructions issued this year

Instruction/ Circular No.	Issue	Cir. No.3	Applicability of section 40(a)(i) vis-a-vis section 195
Instr. No. 1	Return cannot be processed u/s 143(1) once a notice u/s 143(2) has been issued.	Cir. No.4	Clarification to Explanation 5 to section 9(1)(i)
Instr. No. 2	The premium on share issue is on account of a capital account transaction and does not give rise to income and, therefore, not liable to transfer pricing adjustment.	Cir. No.5	This is similar to Circular no. 2 but is respect of Wealth Tax
Instr. No. 3	This is in respect of processing of return through online TMS	Cir. No.6	The roll over, of mutual fund in accordance with the SEBI regulation will not amount to transfer as the scheme remains the same. Accordingly, no capital gains will arise at the time of exercise of the option by the investor to continue in the same scheme. The capital gains will, however, arise at the time of redemption of the units or opting out of the scheme, as the case may be.
Cir. No.1	Explanatory notes to Finance Act, 2015	Notification no. 41 of 2015	To claim refund, return of income is to be filed electronically w.e.f. 01-04-2015
Cir. No.2	No interest u/s 234A is chargeable on the amount of self assessment tax paid by the assessee before the due date of filing of return of income.		

ITD UPDATES

As per Action Plan Target for 1st Qtr. of F.Y. 2015-16 verification and certification of demand in CPC FAS in cases where notices u/s. 245 were issued by CPC before March 31, 2015 is to be completed by 31st May. Many members are facing problem to clean the demand from CPC AO Portal. The Procedure for cleaning of demand from CPC AO Portal is provided below for the convenience of all the members.

OPEN CPC AO PORTAL => HOME PAGE=> DEMAND VERIFICATION BOX [CLICK]=>ENTER PAN=>CLICK ON GO=>DEMAND DETAILS SHOWN=>CLICK ON PAN=>AO ACTION PENDING SHOWN=>CLICK ON * =>SELECT APPROPRIATE MENU FROM DROP DOWN BOX e.g. REDUCED BY RECTIFICATION/REDUCED BY COLLECTION/CORRECT ETC.

IN CASE OF RECTIFICATION – PROVIDE RECTIFICATION DATE=>CLICK ON VALIDATE BOX => MESSAGE BOX APPEARS => CLICK ON OK

IN CASE OF COLLECTION – POST CHALLAN MANUALLY IN OLTAS =>PASS RECTIFICATION ORDER => FOLLOW THE PROCEDURE IN CASE OF RECTIFICATION

IN CASE OF COLLECTION – (FOR OLD A.YS) PROVIDE CIN [7 DIGIT BSR + DDMMYYYY + 5 DIGIT CHALLAN SEQUENCE NO. => PUT AMT. => PUT NET DEMAND => VALIDATE=> MESSAGE BOX APPEARS => CLICK ON OK

IN CASE DEMAND IS CORRECT – SELECT CORRECT OPTION FROM DROP DOWN BOX => VALIDATE => MESSAGE BOX APPEARS=> CLICK OK

OFFICE PROCEDURE

e-filing of TDS Return What the DDO should know?

1. TAN
2. User ID & Password (TRACES)

What data/papers/information the DDO should have under his possession?

1. Correct PAN of the Deductee
2. Exact amount of TDS including Education Cess of each month

3. TDS may be from salary or arrear pay or leave encashment or children education reimbursement etc. Hence Gross Amount as well as TDS thereon per month should be consolidated.

4. In case of other than salary payments, TDS calculated on amount payable

5. Detail of the deductee wise income detail like Gross Income, Exempt Income, Deduction under chapter VIA. Total Tax for the FY, Total Cess for the entire year- required for 4th Quarter only

6. Receipt copy of NSDL (where token no. of last quarter mentioned)

7. Soft copy of the file (submitted to NSDL in previous quarters)

Type of Forms

24Q (For Salary)

26Q (For Other than Salary payments)

Data preparation for uploading

In the following format:

PAN of the Deductee	Name of the Deductee	Date of Payment	Gross (Consolidated) Amount for each month	Consolidated TDS on Gross (Consolidated) Amount for each month

What to upload, how to upload and when to upload

1. Download RPU (Return preparation Utility) software from www.tin-nsdl.com

2. Check BIN (Book Identification Number) and match the TDS amount for each month from the given website also.

3. Fill up the data as discussed in the point above in RPU software

4. Then validate the data; PDF & FVU files will be executed that FVU file will have to be submitted to NSDL along with signed printout of PDF file

Quarter	Due Date	Quarter	Due Date	Quarter	Due Date	Quarter	Due Date
Q 1 (Mar, Apr, May, June)	31st July	Q 2 (July, Aug, Sept)	31st October	Q 3 (Oct, Nov, Dec)	31st December	Q 4 (Jan, Feb)	15th May

Precautions / checks before preparation of data to be uploaded

1. PAN should be correct.

2. BIN for each month should be correct and matched

3. Amount of TDS in respect of any BIN should be correct

Works to be done after uploading

1. After 7 days, check Traces Inbox in the site www.tdscpc.gov.in after logging in using user id and password

2. The statement status will be shown as *either processed with default or processed without default*.

3. In case of with default, correction will be required

Certificates to be issued: how to download / generate

1. Form 16 –in case of Salary; Form 16A- in case of other payments

2. To generate the forms, log in to www.tdscpc.gov.in

3. To download the forms:

a. use token no. (as provided by NSDL) and date

b. use challan amount (total TDS in one month) & date

c. use Three PANs and corresponding TDS amounts (in case of challan

consisting of 3 or more payments); in other cases all PANs (one or two) and corresponding TDS amount

d. download option will come up; download the desired form

e. follow e-tutorial

How to rectify

1. Download consolidated file from Traces website logging in using user id and password

2. Download justification report from Traces website.

3. Correct the data wherever required

4. Then validate the data using the same software

5. Generate pdf & fvu file and once again submitted to the NSDL in the manner already stated

6. Follow e-tutorial

What to do if demand is raised

1. Provide correct data and make necessary correction

What to avoid

1. Feeding wrong data while filling up the detail.

Message for Drawing & Disbursing Officers

1. It has often been noticed that essential functions of the Department are often hampered or stalled due to lack of funds or non-utilization of funds. Proper accounting of our expenditure and timely reporting of our requirements by DDOs will ensure timely projection of fund requirement to the Board for backward distribution to the DDOs. DDOs are responsible for keeping record of fund requirement within his/her disbursing territory, timely procurement of funds through precise and timely requisition, and its proper and full utilization, so that genuine expenditures are timely and fully met without overdue debt to personnel and vendors alike. It is a recurring yearly experience that most of the allotted funds remain unutilized till the last quarter of the year due to various reasons which may include delay in processing and submission of bills to the ZAO or not following up long pending bills with them by monthly reconciliation of expenditure with ZAO. If funds remain unutilized for long it is most likely to be withdrawn by the Expenditure Budget wing of New Delhi.

2. For a disciplined approach towards fund management, it has to be ensured that the vendors submit their bills in the respective offices immediately after supply of goods/ services. Thereafter the bill should be processed and submitted in the DDO's office under a proper acknowledgement, preferably within a week.

3. DDO's should accept prepared bills in his/her office, irrespective of whether fund is available or not, in a common receiving register. When fund will be available for a particular head of expenditure, the prepared bills should be sent to the ZAO for payment, strictly according to serial.

4. Funds can be procured from the office of the PCCIT, W.B.& Sikkim, more effectively by sending a fund requisition statement to the DCIT (OSD) (Finance), in the format given overleaf, within the 14th day of every month, for each object head of expenditure. The DDO's are expected to reconcile

monthly expenditure every month with the ZAO and priority shall be given to a properly filled up requisition.

5. All requisition of funds should come from DDO. Funds shall be allotted to the DDO from the office of the Budgetary Authority, and he/she shall be responsible for judicious and timely payments to offices within his/her disbursing territory.

6. Under a broader head "Office Expenses (Voted)" under Object Code "01.01.13", fund is allocated under four sub-heads of expenditure. They are :

(i) General, (ii) Conveyance charges to ITIs

(iii) 1% incentive scheme (2007-08), (iv) AayakarSeva Kendra (ASK)

The allocation of funds are made separately for the different sub-heads as above. DDOs should ensure that the bills submitted to ZAO do not exceed the amount allocated for each sub-head. ZAO makes no distinction of funds allotted in different sub-heads of 'OE (Voted), Object Code 01.01.13'. For example, if the amount of the submitted bills exceed the allocated fund under OE(Gen), a shortfall of funds in other sub-heads (e.g. conveyance to Inspectors) may arise.

7. A Proforma for reconciliation of details of bill submission to ZAO is also given overleaf for sending to the DCIT (OSD) only if abnormal delay is experienced in passing of bills by ZAO. However, the report should be sent compulsorily immediately after the first three quarters of the FY and on 15th February 2016.

Sample of Fund requisition proforma, required from DDO on a monthly basis.

Fund requisition for the month of, FY 2015-16

Object head with code: O.E.(01.01.13). Sub head: (General / Insp. Conv.) (Strike off as applicable)

- | | | | |
|--|------|--|--------------------------------|
| a) Funds allocated till date in FY 2015-16 | :Rs. | e) Work completed but bills not received by DDO (if known) | :Rs. |
| b) Actual expenditure incurred (after reconciliation with ZAO) | :Rs. | f) Recurring expenditure for next month | |
| • <i>Date of reconciliation made with ZAO :</i> | | (give nature of expenditure and amount) | :Rs. |
| c) Bills pending for payment with ZAO (and not returned) | :Rs. | | |
| (b) + (c) should not exceed (a) | | DDO mobile no.: | DDO name & designation: |
| d) Prepared bills with DDO ready for sending to ZAO | :Rs. | | Amount Allotted (Progressive): |

Pro-forma for reconciliation of details of bill submission to ZAO

Expenditure head :

Object code:

Date:

Sl. No.	Bills presented before ZAO			Bill passed on (date)	Bill returned with objection (date)	Returned bills resubmitted on (date)
	Date	Bill ref no	Amount			
1						
2						
3						

SERVICE MATTER

DoPT O.M. No.	Date	Issue
F. No. 31011/3/2015-Estt (A-IV)	01.04.2015	LTC Claims — Need for observing prescribed procedures
No.14028/2/2012-Estt(L)	09.02.2015	Encashment earned leave along with LTC- clarification.
DoPT Notification	27.04.2015	Last date of submission of asset & liability statement under Lokpal Act extended to 15th October, 2015

OUTGOING COMRADES

The following comrades retired from service between January to March this year. But their association with ITGOA would continue despite retiring from service.

NAME	DESIGNATION	DATE OF RETIREMENT	NAME	DESIGNATION	DATE OF RETIREMENT
Basudev Naskar	A.O.	31.01.2015	Nilotpal Bose	A.O.	28.02.2015
Iti Nandy (Sarkar)	A.O.	31.01.2015	Dulal Chandra Sardar	A.O.	31.03.2015
Loden Tshomo Bhutia	D.C.I.T.	05.02.2015 (VRS)	Sadhan Kumar Chakraborty	A.O.	31.03.2015
Md. Ainul Haque	I.T.O.	28.02.2015	Best wishes to all for entering into the most glorious phase of your life, when you stop listening to your Boss and start listening to your Heart.		

PROMOTION

Congratulation to all, who got promoted to the post of A.O. Grade-III vide Order No. 80 of 2015 dated 11.02.2015.

NFU order of 1992 batch IRS batch officers issued on 13.03.2015. Sri Bruno Minj, who was deprived of his rightful promotion to the post of the CIT, at least received the pensionary benefit.

MISCELLANEOUS

ITO to ACIT promotion: Vacancy position couldn't be finalized as the Member (P) proceeded for sudden leave due to some family compulsion. Deficiency in APARs of 2001 & 2002 Batches has been almost removed. Meanwhile the CBDT released the deficiency list for 2003 & 2004 Batches, which is available in itgoawbunit.org site. Concerned members are requested to submit the APAR (if required) or inform the Pr CCIT office for issuance of no APAR Report (if APAR duly submitted, but not reported / reviewed by the concerned officer) / Review certificate (whichever is applicable). Please inform the Pr CCIT office too, if already responded.

AGT, 2015: All India AGT Orders for ACIT/DCIT have just been issued. AGT orders in other grades will be followed.

Transfer & Posting policy: The T&P Guidelines for the Cadres of ITO / ACIT / DCIT / JCIT / Addl.CIT have already been submitted to the Pr. CCIT. Local AGT orders are expected to be issued very soon.

The response of filing Transfer Profile to the Administration by the AO/PS members is not very encouraging. In absence of complete Transfer Profile of all members in AO & PS cadres, it is difficult to prepare comprehensive Transfer & Placement Guidelines for AO & PS Cadres proposing right rotation among different job profiles. So the Association has taken up the work of completing the Transfer Profiles. All AO & PS members are requested to cooperate.

N.R. Parmar Implementation: A meeting of the CIT (Admn.)/ Addl. CIT, Hqrs. (Admn) of big charges including WB & Sikkim was convened by the DG(HRD) on 23.03.2015. to take the stock of the situation. Later similar meeting was held with the CIT (Admn.)/ Addl. CIT, Hqrs. (Admn) of rest of the regions in April,

2015. It is now learnt that N.R. Parmar Implementation of WB & Sikkim region will be completed by 31.07.2015, tentatively.

Regularization of 2002 JCIT Batch: UPSC has raised objections in respect of 17 cases, where the issue of upgradation of APAR is involved. It is decided to request the UPSC to conduct DPC excluding those 17 cases.

Pentafurcation: The CHQ has met the MOS(R), the Cabinet Secretary and the Revenue Secretary in quick succession to resolve the issue. The CHQ is hopeful that the things will be started rolling very soon.

7th CPC: Central JCA met the 7th CPC on 27.03.2015. CCGGOO had already made the 7th CPC on 10.03.2015. It is expected that ITGOA will be invited to soon.

Best wishes to all who returning back to their Home State vide the latest All India AGT Orders. At the same time, Welcome Back all our outstation Friends coming back to this region vide the same order.