

ANNEXURE – A

TERMS & CONDITIONS FOR CHECK-OFF EXERCISE, 2016 - Online mode

1. Any Trade Union/Association representing employees/officers in the Company including Association representing SC/ST Employees / Officers in the Company (the word 'Company' referred herein and hereinafter shall mean National Insurance Company Ltd.', unless repugnant to the context) will be eligible to apply for 'Check-off System', if it fulfills the following conditions, namely:

- a) The Union/Association should be an Union / Association registered under the 'Trade Unions Act, 1926'.
- b) The Association, which is not registered under the Trade Unions Act, 1926 should be an Association registered under the Societies Registration Act, 1912.
- c) The Union/Association should have a formal Constitution / Bye-laws providing for annual audit of accounts.
- d) The Union / Association claiming to represent more than one class / category of employees / Officers shall have to submit separate applications in respect of each class / category of employees / officers.

Note: For this purpose, Class III, Class IV, FTS and Part-time employees shall be deemed to be one class.

- e) The Union / Association shall furnish to the Company, all the relevant details in support of (a), (b) and (c) above, as the case may be, in the Application for Check Off as per prescribed format (Annexure 'B').
- 2.1 It shall be a condition precedent for availing this facility that the Union/Association shall abide by the 'Code of Conduct' that may be evolved by the Company from time to time after detailed discussions at various levels.
 - 2.2 It shall be a condition precedent that the Union/Association representing Class I Officers including Associations representing SC/ST Officers shall have its Members enrolled from Officers up to and including Scale IV cadre only. Officers of Scale V and above will strictly not qualify for Membership of the Union/Association representing Class I Officer.
 - 2.3 It shall be a condition precedent that Union/Association representing Class I Officers including Associations representing SC/ST Officers shall neither allow nor appoint any Officer-in-charge of any Operating Unit/Office (BO/DO/Extension Counter) to hold office bearer-ship of any level in the Union/Association so long as they are functioning as Officer-in-charge of Operating Unit/Office of the Company. However, such Officers-in-charge may be allowed to be enrolled as Ordinary Members of the Union/Association/ Welfare Association.
- 3.1 Applications received from the Unions/Associations would be scrutinized and if found in order as per the requirements, the names of such Union/Association would be notified to enable the employees/officers (up to Scale IV cadre) to submit the *Irrevocable letter of Authorization for*

membership of Union/Association (hereinafter referred to as Authorization) authorizing the Company to treat him/her as a bonafide member of the Union/ Association as per choice indicated by him /her in Authorization letter. Such authorization would determine the representative strength of the Union /Association as stipulated elsewhere herein, which shall be valid for a period of three years.

- 3.2 In case an employee/officer submits Authorizations for more than one Union/Association, such authorizations shall be invalid. However, it will be permissible for an employee/officer(up to Scale IV Cadre) belonging to SC/ST category to submit two Authorizations, one in favour of a Union/Association representing his Class (Class I/II/III & IV as the case may be) and another Authorization, in favor of an Association representing SC/ST.
4. Based on the representative strength of the employees' Union/Association, as ascertained through the 'Check-Off system', the employees' Union/Association may be eligible to be called for structured meeting/Discussions as per the following norms:
 - a) The Union/Association which may be found to have a minimum 30% representative strength in respect of Class I (up to Scale IV Cadre) or Class II or Class III, IV, FTS and Part-time Employees in the company, as the case may be, as determined through the Check-off system, may be called for discussions and structured meetings by the Company only on matters of Policy as applicable to that particular class of employees. Such Union/Association satisfying said minimum 30% representative strength in the Company may be eligible to be invited by GIPSA only on common matters amongst the member Companies of GIPSA.
 - b) The Association representing SC/ST category which may be found to have a minimum 30 % representative strength in respect of all SC/ST employees and officers (up to Scale IV cadre) in the Company, as determined through the Check-off System, may be called for discussions and structured meetings by the Company only on welfare matters relating to SC/ST. Such Association satisfying the said minimum 30% representative strength in the Company may be eligible to be invited by GIPSA only on common welfare matters relating to SC/ST amongst the member Companies of GIPSA.
 - c) The Union/Association which may be found to have a minimum of 30% of the representative strength in a member Company of GIPSA in respect of Class I (up to Scale IV Cadre) or Class II or Class III, IV, FTS and Part-time employees or Associations representing SC/STs, as the case may be, as determined through the check-off system, would be the representative Union/Association for that particular member Company only, for dealing with that Company's specific matters. However, such Union/Association will not be eligible to be called for discussions/structured meetings by another member Company of GIPSA unless it fulfills the criteria of having minimum 30% representative strength in that Company, as well.

Note:

- I. The minimum 30% strength will be calculated for each class separately i.e. Class I (up to Scale IV cadre) or Class II or Class III/IV/FTS and PTE and not on the aggregate strength in all classes put together. However, in respect of Associations representing SC/ST, the aggregate strength in all classes will be considered for the purpose of calculating the minimum 30% representative strength.
- II. The representative strength will be calculated from out of the total number of employees/officers (up to Scale IV cadre) of the Company in all its Offices who authorize the Company to treat them as Members of Union/Association of their choice under this check-off system and determined accordingly.

- III. The status of the representative Union/Association as may be found on the basis of Check-off system would be valid for a period of three years reckoned from the date of notification of the representative strength as determined through 'check-off' system. On expiry of three years, a fresh 'Check-off exercise may be undertaken by the Management, in which case interalia, authorization will be invited afresh from the employees/officers.
- IV. If the Union/Association has affiliated units, only the All India Body/Federation of that Union/Association will be called for discussions at GIPSA level or at the Company level, as the case may be.
- V. In the unlikely event of none of the Unions/Associations fulfilling the minimum representative prescribed above, the Unions/Associations which conform to the following norms in the order of representative strength in the Company may be called for structured meetings/discussions of GIPSA level/Company Level, as the case may be:
 - a) In the case of Unions representing Class III/IV employees, the first three Unions.
 - b) In the case of Associations representing Class I officers (up to Scale IV), the first two Associations.
 - c) In the case of Associations representing Development Officers, the first two Associations.
 - d) In the case of Associations representing SC/ST Employees/Officers (up to Scale IV), the first two Associations.
- VI. The management may, at its discretion, discontinue the System/facilities if any at any time.
- VII. In the event of any of the information furnished by a Union/Association in their application (Annexure B) being found false or any fact has been concealed/misrepresented, such application of the Union/Association concerned would be liable for rejection ab-initio.