

ANNEXURE – B

Application for 'Check-Off, 2016' Exercise

"By Registered Post Ack. Due"

To

Deputy General Manager (Personnel)

_____ Co. Ltd.,

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Dear Sir/ Madam,

Re: Check-Off, 2016 Exercise- Online mode

With reference to the Notice dated 26.09.2016 and having gone through the Annexures to the said Notice on the 'Check-off, 2016' and the rules thereof, we hereby apply for availing the check-off facility and submit the following particulars in respect of our Union / Association for this purpose:

- 1 Name of the Union / Association
- 2 Whether the Union/ Association is registered under Trade Union Act, 1926
Or
Societies Registration Act, 1912
(Please tick whichever is applicable)
- 3 State Registration No., Year and place of Registration
(please attach attested copy of Registration Certificate issued by the Registering Authority, as otherwise the Application will be invalid)
Regd. No.
Year:
Place:
- 4 State whether the registration is currently valid
- 5 Whether the Union / Association has a formal Constitution / bye-laws providing for Annual Audit of Accounts (Please attach attested copies of the Constitution / Bye-laws as amended up-to-date)

- 6 State the Class / Category of employees / officers for which the Union / Association submits this application

Application Class / Category	
Class I (up to Scale IV)	
Class II	
Class III/IV/Full-time/Part-time Employees	
SC/ST employees/officers (up to Scale IV)	

[Please, tick () in the relevant box]

(If the Union / Association seeks to represent more than one class or category of employees, separate application will have to be submitted in respect of each class or category of employees.)

Note: For the purpose of this norm Class III, Class IV and Part-time employees will be deemed to be one class).

- 7 State the amount of Annual Subscription
- 8 Please specify the name of the Bank Branch (with full address) and the Account number where the Union / Association likes to have the deducted subscription amount from the salary to be remitted

Name of the Bank	
Name of the Branch	
Address of the Branch	
Account No.	SB No. Or CA No.
Bank IFSC Code	

Further, we have noted that the following terms will apply to the 'Check-off, 2016 Exercise' and also for deciding about the Unions / Associations to be called for discussions / structured meetings:-

- It shall be a condition precedent that the Union / Association shall abide by the 'Code of Conduct' that may be evolved by the Company after detailed discussions at various levels from time to time for availing the 'check-off' facility.
- 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 Officers.
- 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.
- The Union / Association found to have a minimum 30% representative strength in respect of Class I (up to Scale IV cadre) or Class II or Class III, Class 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 the said minimum 30% representative strength in the Company may be eligible to be invited by GIPSA only for discussions/meetings on common matters amongst the member Companies of GIPSA.

- e) The Association seeking to represent SC/ST Category and 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.
- f) The Union / Association 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/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 30% minimum representative strength in that Member Company, as well.
- g) 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.
- h) 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 Exercise and determined accordingly.
- i) The status of the representative Union /Association 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.
- j) If the Union/Association has affiliated units, only the All India Body/Federation of that Union/Association may be called for discussions at GIPSA level or at Company level, as the case maybe.
- k) In the unlikely event of none of the Union/Association fulfilling the minimum representative strength 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:
 - (i) In the case of Unions representing Class III/IV employees, the first three Unions.
 - (ii) In the case of Associations representing Class I officers (up to Scale IV), the first two Associations.

- (iii) In the case of Associations representing Development Officers, the first two Associations.
- (iv) In the case of Associations representing SC/ST Employees/Officers, the first two Associations.
- l) The Management may, at its discretion, discontinue the System / facilities at any time
- m) It is also noted that the exercise of collecting the Union /Association membership subscription through salary is only meant for determining the relative representative strength of the Unions / Associations in the Company for the limited purpose of calling them for Structured Meetings/Discussions on matters relating to employees of the Company, on the basis of stipulated benchmark of representative strength.

We hereby confirm that our Union / Association shall abide by the Code of Conduct that may be evolved by the Company from time to time.

We hereby further affirm and declare that the particulars stated in this application are true and correct and confirm that all material particulars have been furnished. I am also aware that in the event of any of the above said information being found false or any fact has been concealed /misrepresented; this application would be liable for rejection *ab-initio*.

Dated.....on.....day of.....

**(GENERAL SECRETARY)
ALL INDIA**

- Encl:
- 1. Attested copy of Registration Certificate
 - 2. Attested copy of Constitution / Bye-laws
 - 3. Attested copy of the last audited balance sheet of the Union / Association