

**THE
CONSTITUTION
OF
INDIA METEOROLOGICAL DEPARTMENT
NON-GAZETTED STAFF UNION**

1988

**Central Head Quarters,
Observatory Compound, Lodi Road,
NEW DELHI-110003**

CONSTITUTION
OF
INDIA METEOROLOGICAL DEPARTMENT
NON-GAZETTED STAFF UNION
ARTICLES OF THE UNION

(PART - I)

1. Name :

The Union shall be known as "THE INDIA METEOROLOGICAL DEPARTMENT NON-GAZETTED STAFF UNION".

2. Definitions : In these articles,

- (i) "Union" means "The India Meteorological Department Non-Gazetted Staff Union".
- (ii) "Union question" means any question affecting generally the service interests of all members or a category of members of staff of the India Meteorological Department, and includes any question involving an amendment to these Articles, any other question specifically declared by resolution or the Union Council to be a Union question.
- (iii) Constituent bodies mean Regional Committees/Branches, Local Units and others functioning under these bye-laws.
- (iv) "Regional Question" means any question affecting the members of the staff of a particular region, office or establishment, or which requires specific solution in respect of the region, office or establishment.

3. Aims and objects :

The aims and objects of the Union shall be :—

- (a) to consider all union questions, to formulate and voice the views of the members thereon, to take or direct the

constituent bodies to take such action as may be necessary for the protection and promotion of service interests.

- (b) to advise the constituent bodies in the matter of any Regional Question, or otherwise assist the constituent bodies in taking necessary steps in respect of any such question.
- (c) to co-ordinate the activities of the Constituent Bodies.
- (d) to promote meteorological study.
- (e) generally to protect and promote the interests of service and to do all other things that are incidental and conducive to the attainment of the above aims and objects.

4. The Union :

The Union shall comprise under the Articles herein stated of the following formed at any station/office of the India Meteorological Department :

- (i) Local Units with membership of five to fourteen.
- (ii) Branches with membership of 15 and more.
- (iii) Regional Committees at Calcutta/New Delhi/Bombay/Madras/Nagpur and Poona.

5. Membership :

- (i) Any member of staff who has attained the age of 18 years and employed at any of the office of the India Meteorological Department under the Govt. of India shall be eligible for admission as member on payment of prescribed enrolment fee and subscription.
- (ii) Membership of a person shall terminate on the following account :—
 - (a) Resignation
 - (b) Default in payment of dues for 3 consecutive months except in case of suspended employees.
 - (c) Removal by expulsion.

(iii) Membership of a person terminated as in 5 (ii) above can be restored on the following conditions :—

(a) By fresh application on count 5 (ii) (a) above.

(b) By a revision of decision by the Branch etc. concerned or acceptance of the award of the C.E.C. on count 5 (ii) (c) above.

(iv) A member who has been expelled or removed from membership shall have the right to appeal to the C.E.C. whose decision will be binding on both the constituent body and the individual member.

6. Office :

The H.Q. of the Union shall be located at the place, the H.Q. of the D.G.M, is located as at present at New Delhi,

7. Official Year :

The Official Year of the Union shall be reckoned from the 1st April to 31st March of the following year.

8. Subscription and Enrolment Fees :

(i) Rates of monthly subscription and enrolment fee are as follows :

S. No.	Cadre	Rate of subscription p.m. Re.	Rate of enrolment fee Re.
1.	Group B & C	1.00	1.00
2.	Group D	0.50	0.50

9. Allocation of subscription :

(i) Each Branch/Local Unit shall pay to the Union an annual contribution to the extent of 50% of the total subscription collected by the branches etc. during each official year subject to a minimum of Rs. 4/- per member per annum on its rolls as on 1st day of the official year (i.e. 1st April), the amount being payable to the Union H.Q. direct during the same official year.

i) Each Branch/Local Unit will pay at least Rs. 2/- per member per annum to the Regional Committees concerned.

iii) The others (at stations with membership less than 5) will remit Rs. 2/- per member per annum to the Regional Committees concerned and balance to the Union H.Q.

10. Right & obligation of the members :

i) Every member shall have the right of :

(a) Voting in the elections.

(b) access to accounts books, registers of branches etc. and membership lists and similar other records.

(c) Every member shall be entitled to all the benefits provided by the Union.

(ii) No member of the Union shall be eligible to be an office-bearer mentioned under Art. 12 (v) of these bye-laws, unless he has the continuity of valid membership for three years.

(iii) No member of the Union shall be eligible for election as a Union Council Member and office-bearer of the Union unless he has valid membership of the Union for three consecutive years prior to the date of election.

(iv) A member who disobeys the directives of the Union H.Q. with regard to Pay Strike, Strike and any other form of agitational programme shall be debarred to hold any post of office mentioned under Art. 12 (ii) of the bye-laws for a period of 3 years.

11. Membership Register :

Every constituent body of the Union shall maintain a membership register containing particulars.

12. Management :

- (i) The management of the Union shall be vested in a council called the Union Council consisting of a President, a Vice-President, a General Secretary, an Asstt. General Secretary (General), an Asstt. General Secretary (Organisation), a Treasurer and members representing each of the following :
 - (a) the Secretaries of the Regional Committees.
 - (b) One Councillor for every full hundred members at any Branch etc. or a group of branches etc. (as may be decided by CEC) on the basis of membership and contribution received by Union H.Q. & Regional Committees. The constituencies will be fixed by the C.E.C.
 - (c) If no group 'D' member is elected to the Union Council in the above process, the Central Executive Committee will have the power to nominate one group 'D' member from among the members of the Union to the Union Council.
- (ii) The members of the Union Council will at the first meeting of the Union Council elect :
 - (a) a President and a Vice-President from amongst the members of the Union;
 - (b) The General Secretary and the Asstt. General Secretary (General), Asstt. General Secretary (Org.) from amongst the members of the council;
 - (c) Treasurer from amongst the members of the Union;
 - (d) An Auditor for two years from amongst the members of the Union.
 - (e) If the Union Council so desires, it may elect a Chairman from amongst the members of the Union

in recognition of the dedicated service rendered by him to the Union.

13. Voting :

- (i) Each member present in the Session of the Union Council will have one vote.
- (ii) All questions shall normally be decided by a simple majority of votes.
- (iii) Voting by proxy shall be allowed provided there is a written consent.
- (iv) The President or the Vice-President or in their absence any other Union Council member presiding over the session of the Union Council shall have no casting vote.

14. Meetings of the Union Council :

- (i) The Union Council will normally meet once in two years.
- (ii) Meeting shall be convened by the General Secretary whenever necessary or at the instance of the President. One month's notice of such meetings shall be given except in an emergency when meetings may be convened at shorter notice which shall not be less than fifteen days. The meetings shall be held at the headquarters of the Union or any other place as decided by C.E.C.
- (iii) The quorum for any meeting of the Union Council shall be eight. No quorum shall be required for an adjourned meeting of the council. No notice shall ordinarily be necessary for meetings adjourned for want of quorum.
- (iv) At the first meeting of the Union Council to be held in the beginning of the official year, the following business shall be transacted :—
 - (a) consideration of the report on the working of the Union during the preceding two years;
 - (b) consideration of the statement of accounts for the preceding two years and the auditor's report

thereon. However, the audited accounts will be submitted to Govt. annually alongwith membership list;

- (c) other matters for which at least 15 days' notice has been given;
- (d) election of the President, the Vice-President, the General Secretary, the two Asstt. General Secretaries, the treasurer and the auditor for a term of two years;
- (e) any other matter allowed by the chair;
- (v) The President, or in his absence the Vice-President or in the absence of both, any other member elected by a majority of the members present, will preside over the meeting of the Union Council.

15. Expenses of Councillors attending Union Council Session :

Subject to the availability of funds, the Union H.Q. shall bear the travelling and other expenses, as decided by the Union Council from time to time, of the office-bearers of C.E.C. and Secretaries of Regional Committees. Expenses of other councillors will be borne by Regional Committees, if required by raising special funds for this purpose with the approval of Union H.Q.

16. Functions of the Council :

- (i) The Union Council shall be responsible for the efficient management of all the affairs of the Union in furtherance of the aims and objects set forth in Article 3 above and in due discharge of this responsibility will have the authority to take decisions and to act in furtherance thereof in all matters relating to the general activities of the Union.
- (ii) The Union Council shall consider all questions referred to them and take decisions and act or advise the constituent bodies to act as may be necessary in pursuance of the decisions.

- (iii) In case of doubt, the Union Council shall decide whether a question is a Regional Question or a Union Question. This decision shall be binding on the constituent bodies.
- (iv) The Union Council shall have power to expel any member of the Council, or any of the constituent bodies when so considered by not less than two third majority of the members attending the Union Council Session as having failed in his or in its obligations to the Union, provided such member or such constituent body is given an opportunity to explain in defence before he or the constituent body is removed.

17. Powers of the Union Council :

- (i) The decisions of the Union Council on Union Question/ Regional Question shall be binding on all constituent bodies who shall follow the directives of the Union Council in implementing these decisions.
- (ii) The Union Council shall keep all the constituent bodies informed of the action taken on Union questions.
- (iii) The constituent bodies shall report to the Union Council all actions taken by them on Union Questions, or on Regional Questions referred to the Union.
- (iv) The constituent bodies shall furnish to the Union such other reports as may be called for by the Union Council from time to time.

18. Central Executive Committee :

- (i) The Central Executive Committee (C.E.C.) shall consist of the office-bearers of the Union and the Union Council members posted at the station where H.Q. is located.
- (ii) Functions and powers of C.E.C.

The C.E.C. shall function under the general direction of the Union Council. Between the sessions of the Union Council, the C.E.C. shall perform all functions of the Union Council and shall exercise all powers of the Union Council as defined under articles 16 & 17 and will fill up vacancies in the posts of office-bearers

and Union Council members. Nominations to the Departmental and Headquarter Councils will also be made by the C.E.C.

19. Duties of the Chairman :

The Chairman will advise the Union in all important matters in furtherance of the cause of the Union. He will be invited to address the Union Council session.

20. Duties of the President :

The President shall be the executive head of the Union and as such will guide and direct all the affairs of the Union and will have the authority to represent the Union on all matters.

21. Duties of the Vice-President :

The Vice-President shall, in general, assist the President in his functions and will perform the duties of the President in his absence.

22. Duties of the General Secretary :

- (i) Subject to and in accordance with these Articles, the General Secretary shall conduct correspondence, convene meetings, shall exercise supervision over the affairs of the Union and shall maintain the required registers and records. In addition, he shall do such other acts and perform such other duties as may be necessary in furtherance of the aims and objects of the Union, or as may be directed by the Union Council.
- (ii) The General Secretary shall have the power to convene any meeting of the constituent bodies as and when necessary.

23. Duties of the Asstt. General Secretaries :

Subject to and in accordance with these Articles, the Asstt. General Secretaries shall assist the General Secretary in his function. Arrangements for performing the duties of the General Secretary in his absence, will be as under :

<i>In absence of</i>	<i>Duties to be performed by</i>
(i) General Secretary	Asstt. General Secretary (General)
(ii) General Secretary and Asstt. General Secretary (General)	Asstt. General Secretary (Organisation)

24. Duties of the Treasurer :

The Treasurer shall receive all money payable to the Union, shall issue receipts, shall disburse all money for the Union and keep the accounts and submit the same to the Auditor.

25. Duties of the Auditor :

The Auditor shall audit the accounts of the Union periodically as directed by the Union Council.

26. Funds :

The funds of the Union shall be deposited in a Nationalised scheduled bank or the Postal Savings Bank as decided upon by the Union Council, in the name of the Union and shall be operated jointly by the General Secretary and the Treasurer.

27. Regional set-up :

There shall be six Regional councils at Bombay, Calcutta, Delhi, Madras, Nagpur and Pune comprising the elected delegates for the Union Council from the branches/local units etc. of the respective regions. The Regional Council shall meet once in two years at the time and place as the Union Council meet. The delegates in session will be the supreme deliberative and legislative body of the Region and shall have absolute control over the affairs and property of regions subject to the general control of the Union Headquarters.

- (a) The Regional delegates under overall supervision of the C.E.C. will elect a Regional Executive Committee comprising of a Regional Secretary who will be elected from amongst Regional delegates and a Deputy Regional Secretary, a Treasurer and one or more Regional Executive member(s) from amongst the com-

mittee members of the branches/local units at regional H.Q. whose strength shall be determined by the Regional Council. In absentia election can be conducted provided a written consent is obtained from the candidate.

- (b) The Regional Executive Committee shall nominate members for the Regional Office Council (JCM) of which the Regional Secretary will be the staff side leader.

28. Interpretation of and amendments to these Articles :

- (i) In case of doubt, the interpretation given by the Union Council shall be final and binding on the constituent bodies.
- (ii) Any addition or amendment to these articles of the Union shall be made by the Union Council by a two-third majority.
- (iii) Any addition or amendment to the Bye-laws of any of the constituent bodies made in accordance with the relevant provisions contained therein, shall be subject to the approval of the Union.

PART II

Constitution of the Regional Committee

29. Condition of Establishment :

A Regional Committee will be formed each at Bombay, Calcutta, Delhi, Madras, Nagpur and Pune for the purpose of co-ordinating the activities of the branches and Local Units under the jurisdiction of the respective region and the offices located at Pune.

30. Functions :

In furtherance of the aims & objects of the Union the functions of the Regional Committee shall be as follows :

- (i) To co-ordinate activities of the branches & Local Units;
- (ii) To accord necessary guidance and assistance and to exercise proper supervision over the branches and Local Units.

- (iii) To ensure timely elections at the branches and Local Units and to arrange for election of delegates for the Union Council,
- (iv) To ensure implementation of the directives and programmes of the Union;
- (v) To take up all regional office issue with the regional authorities and Union H.Q.,
- (vi) To nominate members of the staff side to the Regional/Office Council (JCM) and to conduct all activities in this regard ;
- (vii) To furnish to Union H.Q. statement of audited accounts, periodical reports on its activities and functioning of branches and Local Units and the Regional/Office Council (JCM) and any other information/report called for by the Union H.Q.,
- (viii) To keep the branches and Local Units informed of the action taken on staff problems;
- (ix) To keep a membership register of the region with relevant information.

31. Meeting of the Regional Committee :

Regional Committee shall meet at least once in a month or often, if necessary. The quorum of the meeting will be fixed by the Regional Committee depending on the number of its members

32. Duties of Office bearers :

(1) **Regional Secretary :** Regional Secretary shall conduct all correspondence, convene all meetings, keep minutes of proceedings of all meetings and maintain all the required registers and records. He shall have the power to convene any meeting of the branches/Local Units as and when necessary. He will be the leader of the staff side in Regional/Office Council.

(ii) **Dy. Regional Secretary :** Dy. Regional Secretary shall assist the Regional Secretary in all his work and shall

assume all the responsibilities of the Regional Secretary during his absence.

(iii) **Treasurer :** The Treasurer shall receive all moneys payable to the Regional Committee, issue receipts, disburse money for the Regional Committee with approval of the Regional Secretary and keep accounts and registers.

The Regional Secretary and Treasurer shall on no account be the same person

33. Channel of communication :

The Regional Secretary shall be the person who will correspond on all matters pertaining to the Region with the Regional Headquarters and with Union Headquarters.

The Regional Secretary and the executive Committee may, however, seek interviews with visiting officers on regional problems and submit memorandum.

PART III

Branch/Local Unit Constitution

34 Name :

The Branch/Local Unit shall be called 'India Meteorological Department Non-Gazetted Staff Union (name).....Branch/Local Unit.'

35. Condition of establishment :

A Branch/Local Unit may be formed as defined in Article 4 at a station/office of I.M.D. subject to approval of Union H.Q.

36. Management :

(a) The management of the Branch Union shall rest on the following bodies :

(i) The General Body which shall meet as often as necessary, but shall meet at least twice in a year.

(ii) The Branch executive committee which shall meet as often as necessary but at least twice in a year.

(b) The management of the Local Unit shall rest on the

General Body and the Secretary.

37. Branch/Local Unit General Body meeting

For ordinary meetings a clear 7 days' notice shall be given and in case of an emergency meeting as much notice as possible shall be given.

38. Voting :

At the General Body meeting of the Branch and Local Units each member present will have a single vote.

39. Quorum :

The quorum for a branch/local unit general body meeting shall be 1/5th of the total membership, or 30 whichever is less. No quorum is necessary for a meeting adjourned for want of quorum.

40. Powers :

The Branch/Local Unit General Body shall be the supreme deliberative and the legislative body of the Branch/Local Unit and shall have absolute control over the affairs and property of the Branch/Local Unit subject to the general control and supervision of the Regional Committees and Union H.Q.

41. Branch Executive :

Branch Executive shall consist of office bearers and committee members. Notice of a branch executive committee meeting shall be served at least 3 days before the date thereof, but in case of extra-ordinary and emergency meetings of the executive committee the period of notice may be reduced.

The Secretary shall convene branch executive committee and general body meetings as often as he may consider necessary or as may be advised by the executive committee or the general body.

The Secretary shall convene a general body meeting at the specific request of 1/5th of the total membership of the branch or 30 members whichever is less within 10 days of the receipt of such request. The meeting shall not discuss matters other than those put up by the signatories calling for the meeting.

42. Office-Bearers of the Branch :

The following shall be office bearers of the Branch.

- (i) A President
- (ii) A Secretary
- (iii) An Asstt. Secretary
- (iv) A Treasurer
- (v) one or more Executive Committee members depending on the strength of the members. One or more posts may be reserved for group 'D' members.

43. Function of the Executive Committee :

The Executive Committee shall be responsible for the efficient management of all the affairs of the Branch in furtherance of the aims and objects of the Union and in due discharge of these responsibilities will have the authority to take decisions and to act in furtherance thereof in all matters relating to the activities of the Branch.

44. Election :

The office bearers and executive committee members will be elected by secret ballot annually in the beginning of the financial year under the control of a Returning officer duly selected by the Executive Committee.

Subsequent vacancies in the Executive Committee will be filled by co-option by the Executive Committee.

45. Duration of office-bearers and committee members :

The members of the Branch Executive Committee/Secretary Local Unit shall normally hold office till the next annual election.

46. Vacancies of office-bearers and committee members

If any office of the elected office-bearers or committee members falls vacant, it shall be filled up by the Branch executive till the next general body meeting of the branch. The number of co-opted members shall not at any time exceed 1/3 rd of the total strength of the executive committee.

47. Duties of office-bearers :

- (i) *President* : The President shall preside over the executive committee and general body meetings of the branch

and exercise general supervision over the work of the branch.

- (ii) *Secretary* : The Secretary shall be the chief executive of the Branch and shall administer the affairs of the Union under the control of the Branch executive and general body.
- (iii) *Asstt. Secretary* : The Asstt. Secretary shall assist the Secretary in administering the affairs of the Branch and shall look after the duties of the Secretary in his absence.
- (iv) *Treasurer* : The Treasurer shall receive all money payable to the branch, issue receipts, disburse money for the branch with the approval of the Secretary and keep accounts and registers.

48 Secretary and Treasurer shall on no account be the same person.

49. Channel of communication :

Secretary shall be the person who will correspond in all matters pertaining to the Branch with the local offices, Regional Committee and Union H.Q. All correspondence with the D.G.M. and Govt. shall be made only through the General Secretary of the Union. Branch Secretary and Executive Committee may, however, seek interviews with visiting officers on local problems and submit memoranda.

50. Disciplinary action :

- i) A branch General Body is competent to suspend or expel any member or office-bearer of the local branch.
- ii) No resolution of no-confidence, suspension shall be passed except by two-third majority vote of members present at the meeting specifically called for the purpose.
- iii) Before taking any disciplinary action against any office bearer or members, he shall be furnished with a list of charges against him and shall be given at least a week's time to submit his defence. In case the person concerned fails to answer the charges in the specified time, a decision may be taken ex-parte at the General Body meeting.

Copy of letter No. E (2) 167/03 dt. 15.2.88.

from the D.G.M.

Sub. :—Amendment to the constitution of India Met. Deptt.
Non-Gazetted Staff Union.

I am to invite a reference to India Meteorological Department Non-Gazetted Staff Union letter No. MDU/CHQ/1 dt. 6.1.1988 enclosing a copy of the draft constitution of the India Meteorological Department Non-Gazetted Staff Union. The bye-laws of the draft constitution have been examined. Some minor corrections have been made in the bye-laws. A xerox copy of the constitution, duly approved is enclosed.