

INDIANOIL OFFICERS' ASSOCIATION
(Registered under the Trade Unions Act, 1926)
G-9 Ali Yavar Jung Marg, Bandra (East), Mumbai – 400 051.

CONSTITUTION

1. NAME

The name of the Association shall be the “Indian Oil Officers’ Association”.

2. DEFINITIONS

- (a) The word “Association” means the “Indianoil Officers’ Association.”
- (b) “The Corporation” means the “Indian Oil Corporation Limited’ including all its Divisions and all its Offices/ Subsidiaries located inside or outside India.
- (c) The term “Officers” means all employees classified as Officers by the Corporation starting from Officers under probation/Training to Executive Director.
- (d) The term “Local Executive Committee” means all committees under Marketing, Refineries, Pipelines and R&D Divisions
- (e) The term “AICEC” means All India Central Executive Committee
- (f) The term “ULR” means Unit Level Representative for Marketing and Pipelines Regions
- (g) Primary Constituency : Constituents for Primary Election (Election for ULR/Executive Member)
- (h) Secondary Constituency: Constituents for Next Level after Primary Election i.e. Elections of Secretary or CEC Members (not applicable for Mumbai Based CECs). Constituents may be either Executive Members (for Refineries Units / Refinery Head Quarter / Marketing Head Office / Pipelines Head Office) or ULs (For Marketing and Pipelines Regions).

3. AIMS AND OBJECTS

The aims and objects for which the Association is established are:

- (a) to continue to render loyal and efficient service to the Corporation and the Country;
- (b) to organise and unite, through duly constituted representative body, the Officers of the Corporation;
- (c) to promote fellowship and to foster spirit of co-operation, unity and fraternity among members through social, cultural and other activities;
- (d) to foster the ideal of loyal and efficient service among the members and to encourage their all-round advancement;
- (e) to promote, safeguard and advance the common interests of the members, including their rights, privileges and the terms and conditions of service;
- (f) to act as liaison between officers and the Administration of the Corporation;
- (g) to act for safeguarding the interest of the Corporation;
- (h) to seek redressal of grievances of the members through representation before appropriate authorities;
- (i) to be in communication with and if necessary, to seek co-operation from and to give the same to other Associations having similar objects in India and abroad;
- (j) to promote, collect and donate funds to charities, relief funds, public, civil and utility services and other deserving causes;

- (k) to do all things necessary or expedient and to take any action which is incidental or conducive to the attainment of the above aims and objects or any one of them;
- (l) To make legal help available to all members in case of need.

4. MEMBERSHIP

- (i) All Officers with a valid employee code / number of the Corporation posted in India or outside India shall be eligible to become members of the Association.
- (ii) Each member of the Association shall be deemed to have read and accepted the constitution, rules and byelaws of the Association as may be in force from time to time.
- (iii) The subscription for each member will be Rs.50/- per month. Out of this Rs. 50/-, Rs. 30/- shall be retained by the Local Unit and Rs. 20/- shall be deposited into Central Account.
- (iv) In case of transfer of a member from one location to another location, his membership shall also be transferred to the new location automatically.
- (v) Membership will be automatically terminated
 - (a) Upon resignation or death of the member or when the member ceases to be an officer of the Corporation.
 - (b) If the subscription of a member ordinarily remains in arrears for a period exceeding six months and not regularised even after a written notice; however, if the subscription goes into arrears for over six months owing to a member's long illness, or his being away from the country or by ignorance, the Local Executive Committee may consider the continuance of the member provided the subscription in arrears is paid immediately.
 - (c) Notwithstanding what is stated in clause 4 (v) (a) above in the event of arbitrary separation of a member from the services of the Corporation, the Local Executive Committee/AICEC may continue the membership, upon receipt of written request from the member, until such time it is decided that the separation was just and fair.
 - (d) Members whose membership is discontinued in lieu of clause 4 (v) (b) may apply in writing after clearing off all the arrears for restoration of membership for the consideration of the Local Executive Committee/AICEC and membership may be restored by the majority of the members present at a meeting at which the application is considered.
- (vi) On the recommendation of the Local Executive Committee by two third Majority and ratification of AICEC by Simple Majority a Member shall be expelled temporarily or permanently from the Association, and have his name removed from the list of members, if such member has:
 - (a) conducted himself in a manner which is unbecoming to a member of the Association, or
 - (b) intentionally done any act of omission liable to injure the credit and good name of the Association, or
 - (c) Acted against the interest of the Association which includes financial irregularities, sabotaging the common interest of general members etc.

The said member shall be given 15 day's notice by the General Secretary of the proposal to expel him after receiving the request of Local Committee and thereby

enable him to offer his explanation in writing, which shall be placed before the AICEC in the next Meeting for consideration.

- (vii) A member, who has been expelled, shall be eligible for re-admission to membership on a fresh application and payment of fees subject to the approval AICEC with the simple majority.

5. REGISTER OF MEMBERS

- (i) The Association shall keep a register a Unit level of all its members containing their names and designation in hard copy or in Digital Form. This register shall be updated from time to time and same shall be made available for inspection on any weekdays excluding holiday.

6. OFFICE OF THE ASSOCIATION

The Central Office of the Association shall be located in **Mumbai** and that of the (i) Regional Offices, (ii) Refinery Offices, (IV) Pipeline Offices, (VI) R&D Centre Office and other Unit Offices at their respective headquarters. Any change in address of any office shall be communicated to all members concerned within 15 days.

7. GENERAL BODY

The General Body shall be the supreme body of the Association and shall consist of all members of the Association. It shall conduct business through Annual (Ordinary), Special and Extraordinary (Emergency) General Meetings convened from time to time and at such places and at such times as the Central Executive Committee may decide as and when necessary.

The General Body shall be competent to transact the following business at a General Meeting:

- (i) To receive and consider the report of the Central Executive Committee on the affairs of the Association
- (ii) To consider and approve the accounts
- (iii) To chalk out the policy and programme of activities
- (iv) To consider and approve, amend, ratify or reject draft memoranda and or proposals regarding any talks, negotiations or settlements as may be presented to it by the Central Executive or other Committee appointed by it.
- (v) To frame rules or bye-laws for the Association or to add to them or to alter or rescind them
- (vi) To consider any resolution or motion due notice of which has been received by the Central Executive Committee.
- (vii) To define delegation of powers for Committee
- (viii) To consider any other business as may be raised with the permission of the Chair.

8. MANAGEMENT

- (a) The Management of the Association shall be vested in Central Executive Committee on all-India level at the registered/head office of the Corporation and in the respective Regional Committee, Refinery Committee, Pipelines Committee, R&D Committee and other Unit Committee at their respective headquarters.
- (b) The Central Executive Committee shall be responsible for day to day management, execution and working of the Association and will have necessary authority for taking all appropriate actions for carrying out, executing and implementing the resolutions and directives passed and conveyed by General Body, inter-alia authority to deal with any emergencies affecting the interests of the Association.

9. THE CENTRAL EXECUTIVE COMMITTEE :

(A) The Central Executive Committee shall consist of the following ten office-bearers called Core Group responsible to carry out day today activities of Association:

- (i) A President
- (ii) A Vice-President
- (iii) A General Secretary
- (iv) An Assistant General Secretary
- (v) A General Treasurer
- (vi) A Joint Secretary (Marketing)
- (vii) A Joint Secretary (Refineries)
- (viii) A Joint Secretary (Pipelines)
- (ix) A Marketing Co-ordinator
- (x) A Refinery Co-ordinator

(B) The following (62) be the members of AICEC:

- (i) One Regional Secretary and one Regional CEC Member from each of the four Region of Marketing Division (8 Nos of AICEC Representation).
- (ii) One Secretary and one CEC Member from Marketing Head Office. (2 Nos of AICEC Representation).
- (iii) One CEC member (State) from each OF 16 State Offices of Marketing Division, (16 Nos of AICEC Representation)
- (iv) One Secretary and one CEC Member from each of 9 Refineries including AOD & BGR (18 Nos of AICEC Representation)
- (v) One Secretary and Two CEC Member from Refinery Headquarter Committee including BD (3 Nos of AICEC Representation).
- (vi) One Secretary and one CEC Member from R & D Centre (2 Nos of AICEC Representation).
- (vii) One Secretary & one CEC Member each from Western Region, Eastern Region, Northern Region & Head Office and One Secretary from Southern Region of Pipelines Division (9 Nos of AICEC Representation)
- (viii) Three Mumbai based CEC Members and One Accompanying CEC Member of Northern Region of Marketing Division (4 Nos of AICEC Representation)

(C) If any new Units/ Location like refinery comes into existence and decentralisation in Marketing Division / Pipelines division takes place like creation of complete and independent state offices or Creation of new Regions, in future, then the representation for the new unit has to be given / adjusted from the existing AICEC numbers of respective divisions only from subsequent election. For example if a new state office is created in Marketing Division then the one CEC member from Mumbai based CEC will be deleted and given to new State Office from subsequent election. In case of commissioning of new Refinery or merger/ acquisition of Refinery, the accompanying CEC member position from the Refinery Unit with the lowest number of members of IOOA, at that point of time, be detached and given to the new unit from subsequent election. In case of creation of new Region in Pipelines, the accompanying CEC member position from the Pipelines Region with the lowest number of members of IOOA at that point of time be detached and given to the new Region from subsequent election. For avoidance of doubt no Secretary Position would be deleted to ensure the representation of all Refineries Unit and all region of Pipelines. Once BD group start function as separate Division in future with dedicated HR & Finance function, Separate Secretary-BD will come in existence and RHQ Committee will be restricted to One Secretary and One Accompanying CEC from subsequent election

10. LOCAL COMMITTEE

10.1 MARKETING DIVISION:

The following is the structure of the Association in Marketing Division

1. HO committee.
2. Regional Committee from Each of four Regions.
3. MBCEC.

10.1.1 HO COMMITTEE:

The Electorate of Marketing HO Committee consists of Members posted in Marketing Head Office and the Officers of Marketing Division Posted abroad, shall elect 11 elected members among themselves. These 11 elected members will elect HO secretary, CEC member and Treasurer among themselves. HO secretary and CEC member will represent the HO Committee in AICEC.

10.1.2 REGIONAL COMMITTEE: Comprising of

A. Unit Level Representatives (ULR)

- (a) Five elected members (ULRs) from Regional Office,
- (b) Two elected member (ULRs) from each State Office Headquarter,
- (c) One elected member (ULRs) from each location having 7 or more members,
- (d) Places where there is only one Location (Unit) available :
 - (i) Such Units having 7 (seven) members or more shall elect one ULR from such Unit.
 - (ii) Places where there is only one Unit (Location) but the Unit's member strength is less than Seven Members : Such Units shall form part of Electorate of the State Office in which the unit is located (Including AFSs)

- (e) Locations/ Places where there are more than one Unit available :
 - (i) Such Units having 7 (Seven) members or more shall elect one ULR from each
 - (ii) Such unit, Such Units having less than Seven Members: All Such locations (having less than 7 Members) and located within same Municipal Limit shall combine and from amongst this combined strength, a ULR shall be elected. However, combined strength of members in all such locations/ Units should not be less than 7. If their combined strength is less than 7, then all such Units, individually, shall form part of Electorate of the State Office Headquarter under which these Units are located (Including AFSs)
- (f) Field Officers/ Other Officers Posted Away from Head Quarter of Divisional Office/ State Office/ Area Office : Such officers shall be part of Electorate of their Reporting/ Controlling Office,
- (g) For the purpose of determining the member's strength in a unit, the strength of that unit as on the date of notification of the election process shall be taken in reckoning.
- (h) The illustrative list of ULR representatives of the different regions of Marketing Division to be prepared on the basis of the above mentioned formula by the respective Regional Committees for updation before conducting the elections depending on the number of locations and the officer's strength/geographical spread.
- (i) The Officers of Marketing Division posted in OISD, PCRA, CHT, PPAC, PNGRB, MoP&NG, JVs, MCO etc will be electorate of respective Regional Offices of the Marketing Division

B. Office Bearers

- (a) The Regional Committee shall consist of the following office bearers :-
 - (i) A Regional Secretary
 - (ii) A Regional CEC Member
 - (iii) An Accompanying CEC Member (Applicable for Northern Region Only)
 - (iv) A Treasurer
 - (v) CEC member(States)
- (b) The Regional Committee will function under the overall control of the Central Executive Committee. Regional Secretary, Regional CEC Member, Accompanying CEC Member of Northern Region and CEC member (States) shall be the members of the AICEC.
- (c) The Regional Committee Office Bearers shall be responsible for day-to-day management of the work of respective committee of the Association and will take appropriate steps for carrying out, executing and implementing the resolutions and directions passed and conveyed from time to time by the Central Executive Committee.
- (d) The Regional Committee will have the authority to deal with appropriate authorities, in consultation and with approval of the Central Executive Committee at its level (i.e. restricted to the jurisdiction of the committee) on the matters distinctly concerned, and related to the members of that particular committee's jurisdiction and not of common cause and interest to all the members of the Association.

- (e) The ULRs belonging to whole region shall elect the Office Bearers of Regional Committee. However, the ULRs of Regional offices, State office located at Regional HQ and locations located at Regional HQ can only offer their candidature for the post of Regional Secretary, Accompanying CEC (applicable for Northern Region only) and Regional Treasurer. Any of the ULRs of the entire region can offer their candidature for the position of Regional CEC. The ULRs of State HQ and locations located at State HQ only can offer their candidature for State CEC. The proposer and seconders for the candidature of State CEC necessarily has to be from among the ULRs of that particular State. The Officers of Marketing Division posted in OISD, PCRA, CHT, PPAC, PNGRB, MoP&NG, JVs, MCO etc will be electorate of respective Regional Offices of the Marketing Division.

10.1.3 CEC (STATE):

Following State Offices of Marketing shall be represented by CEC Members.

Regions	States Offices
Northern Region	Delhi
	Punjab
	Rajasthan
	Uttar Pradesh-I
	Uttar Pradesh-II
Eastern Region	West Bengal
	Orissa
	Bihar
	North East Integrated
Western Region	Maharashtra
	Gujarat
	Madhya Pradesh
Southern Region	Tamilnadu
	Karnataka
	Kerala
	Andhra Pradesh

10.1.4 MUMBAI BASED CEC (MBCEC)

Three (3) members shall be elected from amongst the electorate comprising Head Office, Western Regional Office, Mumbai State Office and all other field locations in metropolitan Mumbai. Members in the Regional Office of Western Region may contest either for the Five elective posts (ULRs) in Regional Office or for the three elective posts in the MBCEC. Members in the Head Office may contest to the 11 elective posts (ULRs) in the Head Office or to the 3 elective posts in the Mumbai Based CEC. Similarly Members in the Maharashtra State office may contest to the two elective posts (Executive Members) in State Office or to the three elective posts in the Mumbai based CEC. Similarly, the members who are situated in the field locations within the metropolitan Mumbai may contest either for the Single Member Unit Level Representation (ULR) in their own Unit or to the MBCEC which has 3 Elective Posts.

10.2 REFINERY COMMITTEE

- (a) There will be a Refinery Committee of the Association at each Refinery of the Corporation. The members of the Refinery Committee concerned will be drawn from each of the Refineries establishments of the Corporation including AOD & BGR.
- (b) The Refinery Committee shall be elected by the members of the respective Refinery by a secret ballot and will function under the overall control of the Central Executive Committee. Two members of the Refinery Committee shall be members of the AICEC
- (c) The Refinery Committee shall be responsible for the day-to-day management of the work of the respective Refinery Committee of the Association and will take proper and adequate steps for carrying out, executing and implementing the resolutions and directions passed and conveyed from time to time by the Central Executive Committee.
- (d) The Refinery Committee will have the authority to deal with the appropriate authorities, in consultation and of the Central Executive Committee and its respective Refinery level (i.e. restricted to the jurisdiction of the Refinery of the Corporation concerned), on the matters distinctly concerned and related to the members of the particular Refinery only and not of common cause and interest to all the members of the Association.
- (e) The Refinery Committee shall consist of the following office-bearers and members:
 - (i) A Secretary
 - (ii) A C.E.C.Member
 - (iii) A Treasurer
- (f) The Secretary and C.E.C. Member of each committee will represent in AICEC. Each 'Refinery Committee' concerned shall be known for the sake of convenience, by the place it is situated to distinguish it from the remaining 'Refinery Committees'. Existing REFINERY COMMITTEES are (Gujarat / Barauni / Guwahati / Haldia / Mathura / Panipat / AOD / Bongaigaon / Paradip)
- (g) All the members constituted within the perimeter walls of a refinery shall elect 11 members and the said team members shall elect from amongst themselves the Refinery Secretary, the Treasurer and the accompanying CEC member respectively. (Secretary and CEC member accredited to AICEC).
- (h) The AOD officers posted at any Location (other than Digboi Refinery) shall participate in the election of that unit irrespective of the division, where they are posted. Locations operating within the geographic boundary of North-Eastern states shall elect their own respective ULRs with the participation of all officers posted there (irrespective of their origin like MD or AOD cadre) in line with item No. 10.1.2 above.

10.3 Refineries HQ (RHQ) COMMITTEE

The electorate comprising the Refineries HQ, Corporate office, Business Development (BD), Upcoming new Refinery projects, in future, till its commissioning and Officers of Refineries Division posted in OISD, PCRA, CHT, PPAC, JVs, PNGRB, MoP&NG, Liaison office etc. shall elect 15 members and the said team members shall elect from amongst themselves the RHQ Secretary, the Treasurer and two accompanying CEC member. (Secretary and CEC members accredited to AICEC). Out of 15 Executive Members, 4 would be elected from Candidates among BD functions and 11 from Candidates among non-BD functions, However all electorate of RHQ Committee will vote for a Maximum of 15 Executive Members. 15 Executive Members shall elect amongst themselves the RHQ Secretary, the Treasurer and two accompanying CEC members. (Out of three AICEC position of RHQ Committee, one be from the Executive Members of BD Function. All 15 Executive Members would cast their vote for all office Bearers of RHQ Committee.

Once BD group start function as separate Division in future with dedicated HR & Finance function, Separate BD Committee will come in existence, with 11 Executive Members, who would elect One Secretary and One Treasure among themselves. RHQ Committee be restricted to 11 Executive Members with One Secretary, One CEC and a Treasurer, afterwards.

10.4 R&D COMMITTEE

- (a) There will be an R&D Committee of the Association at R&D Centre of the Corporation. The members of the R&D Committee will be drawn from R&D Centre establishments of the Corporation.
- (b) The R&D Committee shall be elected by the members of the R&D Centre by a secret ballot and will function under the overall control of the Central Executive Committee. Two members of the R&D Committee shall be members of the Central Executive Committee
- (c) The R&D Committee shall be responsible for the day-to-day management of the work of the R&D Committee of the Association and will take proper and adequate steps for carrying out, executing and implementing the resolutions and directions passed and conveyed from time to time by the Central Executive Committee.
- (d) The R&D Committee will have the authority to deal with the appropriate authorities, in consultation and with prior approval of the Central Executive Committee at R&D Centre level, on the matters distinctly concerned and related to the members of that particular Committee only and not of common cause and interest to all the members of the Association.
- (e) The R&D Committee shall consist of the following office-bearers and members:
 - (i) A Secretary
 - (ii) A C.E.C.Member
 - (iii) A TreasurerThe Secretary and C.E.C.Member will represent committee in AICEC
- (f) All members located within the perimeter walls of R&D centre shall elect 11 members and the said team members shall elect from amongst themselves the R&D Secretary, the Treasurer and the accompanying CEC member respectively. (Secretary and CEC member accredited to AICEC).

10.5 PIPELINE COMMITTEE

- a) There will be **Six** Pipeline Committees of the Association at Eastern Region, Western Region, Northern Region, Southern Region, **South Eastern Region** and Pipeline Head Office of the Pipelines Division of the Corporation. The members of these Committee will be drawn from the offices falling under the Administrative Region of the concerned Regional office and Head office
- b) The Pipeline Committee shall be elected by the members of the respective Pipeline Committee by a secret ballot and will function under the overall control of the Central Executive Committee. Two members of the each from Eastern Region, Western Region, and Pipeline Head Office and One Member from **Southern Region, Northern Region & South Eastern Region** of Pipeline Committee shall be members of the AICEC.
- c) The Pipeline Committee shall be responsible for the day-to-day management of the work of the Pipeline Committee of the Association and will take proper and adequate steps for carrying out, executing and implementing the resolutions and directions passed and conveyed from time to time by the Central Executive Committee.

- d) The Pipeline Committee will have the authority to deal with the appropriate authorities, in consultation with the Central Executive Committee at its respective Pipeline Committee level (i.e., restricted to the jurisdiction of the respective region/head office of the pipeline of the corporation concerned), on the matters distinctly concerned and related to the members of that particular Committee only and not of common cause and interest to all the members of the Association.
- e) The Pipeline Committee shall consist of the following office-bearers and members:
- (i) A Regional Secretary.
 - (ii) A C.E.C. Member (Not applicable in case of Southern Region, **Northern Region & South Eastern Region** Pipelines).
 - (iii) A Treasurer.

10.5.1. REGIONAL PIPELINE COMMITTEE

- (a) The member(s) of the Regional Pipeline Committee be represented by ULRs from each stations (Operating / under Construction/ Project Office) having at least 4 (Four) members. Location having less than 4 Members shall be grouped with the nearest geographical location. Representation in the Regional committee shall be as under,
- | | | |
|--------------------|---|------------|
| 04 to 25 Members | : | One ULR |
| 26 to 50 Members | : | Two ULRs |
| 51 to 75 Members | : | Three ULRs |
| 76 Members onwards | : | Four ULRs |
- For avoidance of doubt, Numbers of ULRs from any locations will not exceed four in any circumstances i.e. even if number of Members at any location will be more than 100.
- (b) The illustrative list of ULR representatives of the different regions of Pipelines Division to be prepared on the basis of the above mentioned formula by the respective Regional Committees for updation before conducting the elections depending on the number of locations and the officer's strength/geographical spread
- (c) Specific ULRs of Pipeline having separate HR, functions may elect unit coordinator among themselves, who will coordinate with Management of that Specific Pipeline under Direction of Regional Secretary.

10.5.2 PIPELINE HEAD OFFICE (PLHO) COMMITTEE

PLHO Committee Comprises of Officers Posted in Pipeline Head Office and Officers of Pipeline Division posted in OISD, PCRA, CHT, PPAC, JVs, PNGRB, MoP&NG, etc will elect 11 members directly on the HO Committee. They among themselves will elect the Secretary, Accompanying CEC Member and Treasurer. The Secretary and CEC Member will represent Pipeline Head Office Committee in AICEC.

10.6 ALL INDIA CENTRAL EXECUTIVE COMMITTEE:

a) Mumbai Based CEC	03
b) Marketing Regional Committees	25
c) Marketing HO Committee	02
d) Refinery Committees (Gujarat, Barauni, Halida, Gauhati, Mathura, Panipat, AOD, Bongaigaon and Paradip)	18
e) Refinery HO	03
f) R&D Centre Faridabad	02
g) Pipelines (WR,ER,NR,SR, SER and HO)	09

Total:	62
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Under Article 9 of the Constitution, 62 members comprising the new AICEC shall elect from among themselves the President, Vice President, General Secretary, Additional General Secretary, General Treasurer, Three Joint Secretaries (Each one from Marketing, Refineries & Pipelines Divisions) Two Coordinators (Each one from Marketing & Refineries Divisions)

11. AUTHORITY AND FUNCTIONS OF THE CENTRAL EXECUTIVE COMMITTEE

Considering distribution of members across the country and logistical limitations for all members to attend, all the authority of General Body, including appointment of auditor, is deemed to be vested with the AICEC, however such decision of appointment of auditors has to be compulsorily be ratified in AGM, whenever it takes place. Wherever there is any ambiguity in interpretation of Constitution or functioning of IOOA, the decision of AICEC shall be final and binding to all members of IOOA.

Subject to the general control of the General Body of the Association the Central Executive Committee will have the following functions and authority besides those that may incidentally be vested in it:

- (i) to admit members
- (ii) to frame rules and regulations subject to this constitution for the proper functioning of the Association
- (iii) to appoint sub-Committee for various functions as it deems necessary for the working of the Association
- (iv) to prepare memoranda, to negotiate and to settle, subject to final sanction of the General Body, all issues affecting the interests of the members
- (v) to expend the funds of the Association and to arrange for their proper accounting and auditing
- (vi) to call meetings of the General Body as and when it deems fit or it is necessary by virtue of the provisions of this Constitution
- (vii) to render Legal assistance in official Matters to all members in case of need
- (viii) to do all acts and take such actions as may be necessary in furtherance of the aims and objects of the Association and for the regulation of its activities
- (ix) to submit an Annual Report on the working of the Association at the Annual General Meeting
- (x) to organise social and cultural activities under the auspices of the Association whenever any such activity may be decided upon
- (xi) to co-ordinate and liaise with Regional/State/Refineries/Pipelines/ R&D Committee and other Unit Committee
- (xii) to publish in house bulletin/magazine/maintain Internet Portal of IOOA
- (xiii) to receive the annual report/annual financial report from the respective Regional/Refineries/Pipelines and R&D Committee for the purpose of consolidating the Accounts and Report of the Association
- (xiv) to submit the Annual Accounts, duly audited, of the Association
- (xv) To finalize the draft amendment of rules or Bye-Lawss forv Association or Constitution of Association for proposing in the General Body.
- (xvi) To appoint Chief Returning Officer

12. AUTHORITY AND DUTIES OF THE OFFICE BEARERS OF THE ASSOCIATION

(i) The President-

The President, as head of association, in consultation with Central Executive Committee, shall present the “Yearly Road Map” of the activities and programmers to be planned and pursued by the Association, during the AGM the President will preside over all the meetings of the Association & the Central Executive Committee and will guide & supervise the working of the Association. The President will have the right of a casting vote and will exercise the same whenever the Central Executive Committee is equally divided.

(ii) The Vice-President

In the absence of the President, the Vice-President will preside over all the meetings of the Association and the Central Executive Committee, and will have all the powers and responsibilities of the President. In the absence of both the President and Vice-President, the members present at the General Body Meeting/Central Executive Committee Meetings shall elect their Chairman of that particular meeting and the Chairman will preside over such a meeting.

(iii) The General Secretary

The General Secretary will be responsible for day to day functions of the Central Executive Committee and shall co-ordinate and liaise between the Central Executive Committee and different elected Committees of the Association. The General Secretary shall work only under the collective direction and responsibility of the Central Executive Committee. The General Secretary shall convene and co-ordinate all meetings. The General Secretary will record, review and report the activities and achievements of the Association covering all the committee and will submit the report before the Annual General Meeting of the Association. The General Secretary or his nominee shall maintain an up-to-date register showing names and numbers of members enrolled, on an all-India basis. The General Secretary shall have the power to pass for payment of all bills for contingent expenses and will ordinarily have the authority to spend upto a maximum of Rs. **Rs.500,000/-** at a time without prior sanction of the Central Executive Committee. The Core Group is empowered for approval of expenses of more than **Five Lakhs up to Twenty Five Lakhs, beyond which prior approval of AICEC is mandatory**. The General Secretary shall be responsible for submitting to the Registrar of Trade Unions all returns and notices that should be sent to that office under the Trade Unions Act, 1926. The General Secretary shall announce the General Election of Association and nominate the Chief Returning Officer for conducting the election of AICEC.

(iv) The General Treasurer

The General Treasurer shall be responsible for all receipts and disbursements, proper accounting of funds of the Association, and shall submit annual financial report in the prescribed manner. The Bank account shall be operated by the General Treasurer jointly either with the General Secretary or with any office bearer as decided by the Central Executive Committee from time to time. The General Treasurer shall co-ordinate and liaise with the Treasurer of Marketing/Refineries/Pipelines/R&D Units concerned and will obtain a statement every year showing financial position of each and every Committee.

(v) The Additional General Secretary

The Additional General Secretary shall resume the responsibility of General Secretary in his/her absence and will assist General Secretary in his/her day to day functioning.

(vi) The Joint Secretary (Marketing)

The Joint Secretary (Marketing) shall convene and co-ordinate the Divisional Committee Meetings and shall keep a record of all the proceedings. He/She will liaison between different C.E.C. Members of Marketing division for listing the Divisional specific Issues and will be taking it up with Divisional Management of Corporation under the guidance of AICEC.

(vii) The Joint Secretary (Refineries)

The Joint Secretary (Refineries) shall convene and co-ordinate the Divisional Committee Meetings and shall keep a record of all the proceedings. He/She will liaison between different C.E.C. Members of the Refineries division for listing the Divisional specific Issues and will be taking it up with Divisional Management of Corporation under the guidance of AICEC.

(viii) The Joint Secretary (Pipelines)

The Joint Secretary (Pipelines) shall convene and co-ordinate the Divisional Committee Meetings and shall keep a record of all the proceedings. He/She will liaison between different C.E.C. Members of the Pipelines division for listing the Divisional specific Issues and will be taking it up with Divisional Management of Corporation under the guidance of AICEC

(ix) The Marketing Coordinator

The Marketing Coordinator shall resume the responsibility of Jt Secretary (Marketing) in his/her absence and will assist Jt Secretary (Marketing) in his/her day to day functioning.

(x) The Refinery Coordinator

The Refinery Coordinator shall resume the responsibility of Jt Secretary (Refineries) in his/her absence and will assist Jt Secretary (Refineries) in his/her day to day functioning.

13. AUTHORITY AND FUNCTIONS OF THE MARKETING REGIONAL COMMITTEE/REFINERY COMMITTEE/ R&D COMMITTEE/ PIPELINES COMMITTEE. - Subject to the overall control of the Central Executive Committee, the Marketing Regional Committee/Refinery Committee/ R&D Committee/ Pipelines Committee will have the following authority and functions:

- (i) to admit members
- (ii) to frame rules and regulations for proper functioning of the Marketing Regional / Refinery/R&D/ Pipelines Units
- (iii) to appoint sub-Committee for various functions as it deems necessary for the working of the Marketing Regional / Refinery/R&D/ Pipelines Units
- (iv) to expend the funds of the Marketing Regional / Refinery/R&D/ Pipelines Units and to arrange for their proper accounting and auditing
- (v) to submit an annual report on the working of the Marketing Regional Refinery/R&D/ Pipelines Units to the Central Executive Committee at the Regd. Office
- (vi) to carry out, execute and implement the resolutions and directions passed and conveyed from time to time by the General Body and Central Executive Committee
- (vii) to organise social and cultural activities under the auspices of the Marketing Regional Refinery/R&D/ Pipelines Unit
- (viii) To act in accordance with the delegation of authority defined from time to time by the Central Executive Committee.

14. AUTHORITY AND DUTIES OF THE OFFICE BEARERS OF THE MARKETING REGIONAL COMMITTEE/REFINERY COMMITTEE/ R&D COMMITTEE// PIPELINES COMMITTEE.

(i) The Secretary

- a) The Regional Secretary/Unit Secretary shall be responsible for day-to-day functioning of the Committee and shall be empowered for passing and incurring the expenditure deemed necessary for carrying out the activities of the Unit within the agreed and specified limits by the Committee from time to time.
- b) The Secretary shall preside over all the Committee meetings, while at the general meeting of the Unit, the Chairman shall be elected by the members then present.
- c) The Secretary of Committee shall co-ordinate/liase between the Central Executive Committee/Unit Committee.
- d) The Secretary of Committee shall act in close co-ordination and liaison with the General Secretary of the Central Executive Committee and shall work under the direction of Central Executive Committee and Committee.
- e) The Secretary shall organise and convene all meetings of the Unit Committee and other meetings deemed necessary from time to time and shall keep record of all the proceedings and perform all other functions in conformity with the resolutions and directions of the General Body, the Central Executive Committee, and Unit Committee.
- f) The Secretary shall prepare an annual report highlighting the activities and achievements of the Unit and shall furnish it to the General Secretary of the Association, time to time.
- g) The Secretary shall be empowered to pass for payment of all bills for contingent expenses not exceeding Rs. **100,000/-** at a time, without prior sanction for such expenditure from the Unit Committee; for expenditures exceeding **Rs. 100,000/- up to Rs. 5,00,000/- only, at a time** prior approval of Unit Committee will be necessary.
- h) The Secretary will operate the Bank account jointly with the Treasurer.

(ii) The Regional/Unit C.E.C. Member

The Regional or Unit C.E.C. Member shall assist the Unit or Regional Secretary in day to day working of the Unit Committee and in his absence shall act as Secretary. He shall maintain close liaison with the members of the committee and regularly appraise them with developments of the various activities.

(iii) The C.E.C (State)

The State C.E.C. Member of Marketing Division shall convene and co-ordinate the State Committee Meetings and shall keep a record of all the proceedings. He/She will liaison between different ULRs of that state, for listing the State specific Issues and will be taking it up with State Level Management of Corporation under the guidance of his Regional Secretary.

(iv) The Accompanying C.E.C. Member

The Accompanying C.E.C. Member shall assist the Core Group in day to day Coordination/Liaison with MoP&NG, DPE, and Corporate Office etc.

(v) The Treasurer

The Treasurer shall be responsible for the funds of the Unit. The Treasurer shall furnish yearly statement indicating financial position of the Unit to the General Treasurer, who shall be overall responsible for the finance of the Unit. The Treasurer shall prepare an annual financial report of the Unit and submit to the Central Executive Committee by the month of March through the General Treasurer. The Treasurer shall operate the Bank account jointly with the Secretary of the Unit Committee Concerned.

(vi) The Mumbai Based CEC Member

These members are directly elected for AICEC, hence they will work for attainments of aims and objectives of the Association as per guidelines of AICEC. These members will render their valuable services to AICEC through thought provoking views and ideas.

15. CODE OF CONDUCT OF OFFICE BEARERS/EXECUTIVE MEMBERS OF AICEC / MARKETING / REFINERIES / PIPELINES / R&D COMMITTEE

- (a) All decisions in any committee shall be taken either by unanimous or majority vote except recalling the Office Bearers.
- (b) An Office Bearer can be recalled from his position by the same committee, who have elected him by two third majority of the strength of the Committee. For avoidance of doubt, the two third majority of the Members Present may not be empowered for recalling the office Bearer.
- (c) Any decision taken by a committee shall be binding effect on all the office bearers / executive members of the committee.
- (d) Any disagreement / grievances shall not be aired in public till he/she holds the position in the Committee.
- (e) Any decision taken by AICEC/ Office Bearers of AICEC has to be necessarily implemented by all concerned.
- (f) Doing against contrary to above-mentioned acts shall be considered as an act of indiscipline and suitable action for that act shall be taken as decided by disciplinary committee of AICEC.
- (g) The disciplinary committee shall comprise of three Members headed by Vice- President, with another Two another Members of AICEC as decided by Core Group. In case of disciplinary cases involving Vice-President, the disciplinary committee shall be headed by the President.

16. TENURE OF THE COMMITTEE

- (a) All office-bearers of the Central Executive/Marketing/Refinery/Pipelines/R&D Committee shall be elected before the Annual General Meeting of the Association, and shall hold office for a period of three years or till a new Committee is elected. All committee Members shall retire at the end of the three years but shall be eligible for re-election. The tenure can't be extended in any Circumstances and the General Secretary must ensure that the election process be initiated accordingly.
- (b) Any member of the Central Executive committee can be removed or suspended by the Body, which has elected them, in meeting of the members convened for the purpose, by a two thirds majority of the strength of the members. Such a member shall be given 15 days written notice for avoidance of doubt, any Core Group Member may be recalled/suspended by the two third majority of total prevailing strength of AICEC in a Meeting specifically called for this Purpose. Similarly the Secretary/CEC Member/Treasurer may be recalled / suspended by the two third majority of total prevailing strength of ULRs/Executive Members of respective Region/Unit in a Meeting specifically called for this Purpose.
- (c) Any ULR/Executive Member can be recalled by General Body meeting of that committee, convened for that purpose, by a two third majority vote of members present and voting.

17. ELECTORATE

- (a) Marketing Regional Committee – The Officers based at each Regional Office, Installation, Depot, Terminals, AFS and State Office (including Field Officers) falling under the region will form the electorate for the members to be elected to the Regional Committee as per Rule. However, officers of Marketing Division posted i.e. OISD, PCRA, CHT, PPAC, PNGRB, MOP&NG, JVs, MCO etc. shall form part of electorate of respective Regional Offices of Marketing Division.
- (b) Marketing Head Office Committee – The Officers based at Head Office, will form the electorate for the members to be elected to the H.O. Committee as per Rule. . However, officers of Marketing Division posted abroad shall also form the part of electorate of Marketing Head Office Committee.
- (c) Mumbai based CEC – The Officers posted at different offices located in Metropolitan City of Mumbai will form the electorate for the members to be elected to the MBCEC.
- (d) Refinery Unit Committee – The officers based at each Refinery concerned of the Corporation will form the electorate for the members to be elected to the Refinery Committee concerned.
- (e) Refinery Head Office Committee – The officers based at Refinery Head Office, Corporate Office of the Corporation, IIPM, Business Development, Upcoming New Refinery Projects till it commissioning, officers of Refineries Division posted in OISD, PCRA, CHT, PPAC, JVs, PNGRB, JVs etc will form the electorate for the members to be elected to the Refinery Head Office Committee concerned as per the Rule. Once BD group start function as separate Division in future with dedicated HR & Finance function, Separate BD Committee will come in existence from subsequent election.
- (f) R&D Committee – The officers based at R&D Centre of the Corporation will form the electorate for the members to be elected to the R&D Committee concerned as per the Rule. However, officers of R&D Division posted OISD, PCRA, CHT, PPAC, PNGRB, MOP&NG, JVs, MCO etc. shall form part of electorate R&D Committee...
- (g) Pipeline Regional Committee – The Officers posted in the respective Region of Pipelines Division will form the electorate for the members to be elected to the respective Regional Committee as per Rule.
- (h) Pipeline Head Office Committee – The Officers based at Head Office will form the electorate for the members to be elected to the H.O. Committee as per Rule. However, officers of Pipelines Division posted OISD, PCRA, CHT, PPAC, PNGRB, MOP&NG, JVs,,etc. shall form part of electorate Pipeline Head Office Committee..
- (i) Cryogenics and Explosives Division of erstwhile IBP shall be treated as any other location of Marketing Division and will form part of the respective Regional Committee, in the same principle as defined for other Marketing Location(s).
- (j) Since the Marketing arm of AOD has been merged with Marketing Division, erstwhile officers of AOD (Marketing) will be treated as the members of existing Marketing Locations, depending upon their present place of Posting. For avoidance of doubt, the AOD officers posted at any Location (other than Digboi) shall participate in the election of that unit irrespective of the division, where they are posted. Locations operating within the geographic boundary of North-Eastern states shall elect their own respective ULRs with the participation of all officers posted there (irrespective of their origin like MD or AOD cadre)

18. **ELECTIONS:**

- (a) The elections to all the committees of the Association shall be held in accordance with the provisions contained in the first schedule to this constitution. (For schedule please see Annexure).
- (b) Election to the Central Executive Committee shall be held as announced by CRO, while that of Regional/Refinery / Pipelines/ & R&D Centre Committee shall be held as planned by the respective Returning Officers but on the same dates announced by CRO.
- (c) Ballot papers bearing the names, designations and places of contestants shall be handed over to the members at the time of election and shall be put in a sealed box, after exercising the votes by members.
- (d) Members can cast their vote for a Maximum of the number of positions for which election is conducted i, e if eleven executive committee members to be elected then the member can vote for a Maximum of eleven candidates. Voting for more positions leads Refineries)to rejection of ballot paper
- (e) After the constitution of the AICEC, Central Executive Committee Office bearers i.e. President, Vice-president, General Secretary, General Treasurer, Additional General Secretary, Joint Secretary (Marketing), Joint Secretary (Refineries), Joint Secretary (Pipelines), Marketing Coordinators and Refinery Coordinator will be elected in sequence from among the elected AICEC members by CRO through Secret Ballot.
- (f) The nominations and voting for President, Vice-president, General Secretary, General Treasurer, Additional General Secretary, Joint Secretary (Marketing), Joint Secretary (Refineries), Joint Secretary (Pipelines), Marketing Coordinators and Refinery Coordinator shall be called by the CRO one by one. Counting and declaration of results be carried out together by CRO after completion of voting for all positions. Any AICEC Member may put his candidature for one post only. The candidature for the position of Divisional Jt Secretary & Coordinators shall be accepted for respective divisions only. AICEC Members of that respective division can only propose for the names of Divisional Jt Secretaries & Coordinators; however any AICEC Member may second it. All AICEC Members participate in elections for all Core Group Positions.
- (g) In the case of Regional/Refinery / Pipelines/R&D Centre, the Office Bearers (Secretary, C.E.C.Members & Treasurer) will be elected from among the elected committee members.
- (h) The nominations and Voting for Regional / Unit Secretary, CEC Member and Treasurer (except for RHQ Committee) shall be called one by one in sequence by the respective Returning Officer. However counting and declaration of results be carried out together by RO after completion of voting for all positions. Any Executive Member/ULR may contest for one position only.
- (i) The nominations and Voting for Secretary, One CEC Member and Treasurer for RHQ Committee shall be called one by one in sequence by the respective Returning Officer. However counting and declaration of results be carried out together by RO after completion of voting for these positions. The nominations and Voting of second CEC Member be carried out afterwards to ensure one AICEC Position from BD function. Any Executive Member/ULR may contest for one position only.
- (j) Election for Office bearers of Refinery/ R&D/Marketing HO / Pipelines HO Committee shall be completed within 5 days of date of election of executive members of Committee. Election for Office bearers of Regional Marketing and Pipeline Committees shall be completed within 7 days of date of election of ULRs of that committee. Election for Office Bearers of AICEC i.e Core Group shall be completed within 28 days from the date of the Primary Election (Election of executive committee./ULRs) It is the responsibility of respective Returning Officers (tobe appointed outgoing Regional Secretary / Unit Secretary) to arrange the election of their successor committee. Fixing the dates for the

election to all the committees will be decided by CRO keeping in view the above mentioned guidelines. In case of failure of Returning Officer or Outgoing Regional Secretary / Unit Secretary, in performing their responsibility, CRO shall take over such responsibility.

- (k) In case of equal votes secured by more than one candidate, selection shall be determined either by toss or any other method agreeable to such candidates except for re-voting.
- (l) Elected Central Executive /Regional/Refinery / Pipelines/R&D Centre Committee shall commence functioning only after the annual general meeting, of the Association is over in accordance with the provisions of their constitution.
- (m) In case the number of contestants is equal to the number of vacancies in the committee concerned, there shall not be any election and these contestants shall be declared as elected for the committee concerned.
- (n) All the committee members including the office bearers shall contest for the post of committee members only. After the election the office bearers will be elected from among the elected committee members by all the committee members.
- (o) The Returning Officer for any Committee shall ensure that the postal ballots with the final list of contestants are mailed through Speed Post, Registered Post, E-mail or under Certificate of Posting to those members either who are on leave or on tour outside station on date of such election, to enable the members to cast their vote by post. However the postal ballots shall be mailed to the members who are on leave, after getting their written request. Postal ballots received on or before 4.30 P.M. on the date of election, shall be taken into consideration. Such Ballot may also be made available to Members personally on their written request, if such Members will be out of Station on the date of such election. In case of geographical problem of distribution of Members at remote locations, five or less members at such single locations, Returning Officer may allow members to cast their vote through Post or E-mail
- (p) Any Member of any Committee desirous of exercising their franchise by postal ballots due to their absence on duty or leave on the day of election shall indicate their preference to the respective Returning Officer in writing and can collect their postal ballot. They can cast their vote and hand it over to the Returning Officer in sealed envelope.
- (q) A member under no circumstances whatsoever can hold two elective posts in different committees in which case the said member will have to give up his membership in one of the committees.
- (r) Any member desirous for contesting for any position including the post of Executive Member/ULR must have at least three years of service left in the Corporation as on the date of announcement of such Primary Elections by General Secretary/AICEC. **Members below grade G, desirous to contest election for ULR/Executive Members, must not be holding Location in Charge/ Unit Heads positions, on the date of nomination for Primary Elections. For the post of AICEC member in IOOA, hiatus of at least one tenure, after any two consecutive tenure, has to be taken from the same AICEC constituency (except for R&D cadre being non-transferable nature of job) prospectively and the first tenure for the purpose of hiatus calculation would be considered as 2016-19 i.e. Hiatus would be triggered in 2022 election. Members of Grade G and above, though eligible to cast vote, will be restricted for any office bearer position including ULR/Executive Members.**

19. **AUTHORITY FOR CONDUCTING ELECTIONS:**

- (a) The authority for conducting and supervising the elections on All India basis shall be vested in a Chief Returning Officer (CRO).
- (b) **The said CRO shall be appointed by the outgoing General Secretary in consultation with AICEC.**
- (c) On all matters concerning election to CEC and the various committees, the view of the CRO shall be final and binding on all the Committees primary members and contestants all over the country.
- (d) In the discharge of his duties the CRO shall be assisted by the RRO/ RO / PRO/R&D RO, and other Returning Officer appointed by the respective outgoing Secretary shall conduct the elections under the overall supervision of the CRO and shall report to him in his own hand. All the said Returning Officers are bound by the schedule prescribed by CRO for conducting the elections. . In case of failure of outgoing Secretary to appoint the RO by the date notified by CRO, then CRO can directly appoint RO for that committee.
- (e) Only a member of the Association is eligible for being appointed the respective Returning Officer.
- (f) Once a person is appointed as a Returning Officer by the respective committees, the said committees shall not interfere in any manner whatsoever in the working of the election machinery except to render any assistance required by the respective Returning Officers in the manner in which it is desired by them.
- (g) All the returning officers shall take the assistance only of those who are not contesting the election, in conducting the elections.
- (h) The returning Officers shall make a copy of the results available to the respective committees by informing the respective Secretary in writing on the date of the election itself by signing in his own hand. Within 4 days after the elections are over on all India basis, all returning officers shall report to CRO regarding the election results with a copy of new members elected, duly signed by the Returning Officers and CRO shall submit a report duly signed in his own hand, to the Director (HR), Executive Director (HR) Corporate Office and outgoing General Secretary.
- (i) The CRO is not deemed to have completed his job unless and until he furnishes the final results of new office Bearers of AICEC i.e. Core Group in writing to the Director(HR), Executive Director(HR) Corporate Office and the General Secretary of the outgoing committee.
- (j) In addition to his own duties as CRO, it shall be incumbent on the part of CRO in ensuring fair and free elections for the other committees as well.
- (k) In accordance with the provision contained in the second schedule to this constitution, the Chief Returning Officer is authorised to deal with any grievance arising out of the elections conducted to various committees in the manner in which it has to be dealt with CRO reserves the right to take suo moto cognizance of any grievance/complaint in any unit across India and resolve the same..

20. **MEETINGS:**

- (a) The Annual General Meeting of the Association shall be held once in a year, either in Mumbai or Delhi within **Six** months of the Association's accounting year, which shall be **from 1st April to 31st March** to transact the following business:
 - (i) To receive and consider the report of the Central Executive Committee on the affairs of the Association during the preceding year.
 - (ii) To receive, consider and pass the accounts of the Association for the previous accounting year.
 - (iii) To appoint Auditor for the current Accounting year.
 - (iv) To transact any other business duly brought forward with the permission of the Chair.
- (b) Special AICEC Meeting shall be convened by the President to consider policy matters of vital importance affecting the interest of the members in general. The General Secretary can also convene a special AICEC Meeting upon receipt of a requisition signed by at least 15 nos. AICEC members of the Association within 30 days of receipt of that requisition.
- (c) An Extraordinary (Emergency) General Meeting may be convened by the President, the Central Executive Committee or the General Secretary or unit secretaries at unit level in emergency situations requiring General Body guidance or approval.
- (d) General meeting shall be convened by the secretary at unit level to share the information on important issues or obtain guidance or approval of the general members, if required. However this meeting can also be requisitioned to the respective secretary in writing by 50 nos. or 1/5th of the total members which ever is less, to convene the General Meeting and the concerned Secretary has to conduct the meeting within 3 days.
- (e) The Marketing Regional Refinery/ Pipelines/R&D Committee shall meet at least once in a **year** to review the work done. In addition the Committee may meet as and when necessary.
- (f) A special meeting of the AICEC shall be convened on requisition by at least 15 members of the Committee while that of Marketing Regional /Refinery/ Pipelines/R&D Committee on requisition by at least four members. These meeting shall be convened by General Secretary/Secretary, within 30 days of receipt of that requisition.
- (g) The Executive or any Committee may adjourn and otherwise regulate their meetings, as they think fit.
- (h) The President or in his absence Vice-President shall preside at all General Body Meetings of the Association, and of the Central Executive Committee. In the event of both the President and the Vice-President being absent, the Chairman shall be elected by a vote of the members present.
- (i) The Secretary of Marketing Regional /Refinery/ Pipelines/R&D Committee shall preside at all Committee meetings and General meeting at unit level, in his absence the Chairman shall be elected by executive members present.

21. **NOTICE OF MEETINGS/RESOLUTIONS/MOTIONS**

- (a) The notice for necessary meetings shall be as under:

Annual General Meeting	- 20 days
Special General Meeting	- 5 days
Extraordinary (Emergency) General Meeting	- 24 hours
Central Executive Committee	- 3 days
General meeting at Marketing/Refinery/PL/R&D	- 3 Days
- (b) The notice necessary for moving a resolution or motion at the General Body shall be before 10 days.

- (c) The Central Executive/ Marketing Regional /Refinery/ Pipelines/R&D/ Committee will be competent owing to exigencies to waive the above time limit under 21 (a) & (b) to the necessary extent as and when necessary.

22. QUORUM:

Quorum for the meetings will be as under:

General Meetings 50 or 1/5th of the number of members whichever is less

AICEC 21

All other Committee 4

If within half an hour after the time appointed for the meeting there is no quorum, the meeting, if convened upon the requisition of members, shall be dissolved. In any other case it shall stand adjourned and shall be held after half an hour at the same place to consider the agenda of the adjourned meeting.

23. VOTING:

At all meetings, matters submitted in the meeting shall be decided by a majority vote of members present. Where the votes for and against any question are equal, the Chairman of the meeting shall have a casting vote, and the question shall thus be decided.

24. MINUTES:

Minutes of the proceedings of all meetings shall be recorded.

25. COMMUNICATION TO PRIMARY MEMBERS

The Communication issued by the President and/or Gen. Secretary on behalf of AICEC shall have unrestricted and undiluted publication all over India to enable a primary member to remain a vital link in Association matters and the Secretaries at all levels of reckoning shall ensure their smooth passage and the said Communication is not to be mixed up with any local communication which Secretaries other than the President and/or Gen. Secretary at AICEC level may issue.

26. ORGANISED DIRECT ACTION:

That no unit in any part of the country comprising the IOOA shall contemplate on any agitational methods except wearing Black Badge, Dharna, Hunger Strike, Work to rule etc in a concerned move, leading to cessation of work unless Core Group or the AICEC issue such directive. **Officers in Grade G and above shall not participate in any agitation.**

27. CONTINGENCIES ARISING OUT OF TRANSFER / RETIREMENT:

The President, Vice President, General Secretary, General Treasurer & Additional General Secretary shall continue to hold their positions even if transferred anywhere in India and shall be considered as co-opted Members of AICEC and Co-opted ULR/Executive Members of new place of posting by Default. Divisional Jt. Secretaries & Coordinators shall continue to hold their positions even if transferred within the respective Division anywhere in India and shall be considered as co-opted Members of AICEC and Executive Members/ULR of new location by Default, on transfer. Regional Secretary/ Accompanying CEC shall continue to hold their positions as Regional Secretary/Accompanying CEC Member even if they are transferred to

any locations within the Regional HQ City and shall be considered as co-opted ULR of the place of posting by Default. Regional CEC shall continue to hold his positions as Regional CEC Member even if, transferred to any locations within the Region and shall be considered as co-opted ULR of the place of posting by Default. State CEC shall continue hold the position if transferred to any locations within State HQ of, and shall be considered as co-opted ULR at new posting by Default. For avoidance of doubt, Regional Secretary or Accompanying CEC Members/ Regional CEC Members / State CEC Members of Marketing Divisions or Pipeline Divisions, even if transferred out from the primary constituency, but within the Secondary constituency, without violating the basic eligibility criteria of his/her Secondary Election, shall continue to hold his position. To carry out the responsibilities of ULR that would fall vacant by such transfers, **or resignation, an office bearers shall be Bye-elected/Co-Opted by the affected constituency. All Bye-Elected/Co-opted members entitled with voting right.**

In case of transfer of an AICEC member to a post outside his elected constituency as narrated above for Refineries Unit, Marketing HO, RHQ, R&D and Pipelines HO committee, a new AICEC member shall be Bye-elected by the Executive Members of their respective units. The Secretary (CEC in case Secretary is not available) must ensure such Bye-Election for Refineries Unit, Marketing HO, RHQ, R&D and Pipelines HO committee, within 30 days of such vacancy.

In case of such vacancy created in Marketing and Pipelines Regional Committee, the Regional Secretary (Regional CEC / Treasurer in case Secretary is not available), must ensure such replacement within 60 days of such vacancy as per provisions of clause 10.1.2 B of IOOA constitution.

Co-option of Executive Members of Refineries Unit, Marketing HO, RHQ, R&D and Pipelines HO committee shall be done by the remaining EC members of the Committee, in such a manner that those who were not successful in the direct elections, shall not be eligible for co-option with a view to respect the verdict by the electorate.

Bye-Election of ULRs of Marketing and Pipelines shall be done by all the members without any restrictions for those who were not successful in the direct elections.

Respective Secretary / CEC must ensure the Bye-Election / Co-Option of Executive Members / ULRs within 60 days of creation of such vacancy.

28. FUNDS:

- (i) Funds of the Association shall be raised by
 - (a) Monthly subscriptions
 - (b) Special contributions or levies from members as may be fixed by the General Body or by the Central Executive/ Marketing Regional /Refinery/ Pipelines/R&D Committee from time to time
 - (c) Donations and/or subsidies

- (ii) The funds of the Association shall be deposited in an account opened with a Bank approved by the Central Executive Committee and operated in the manner prescribed.
- (iii) Subject to Section 15 of the Trade Unions Act, 1926, the funds of the Association shall not be spent on any object other than the following:
 - (a) The Payment of Salaries, allowances and expenses to staff of the Association.
 - (b) The payment of expenses for the administration of the Association including travelling expenses, audit of the accounts of the general funds of the Association.
 - (c) The payment for any legal proceedings to which the Association or any member if authorised by the Association thereof is a party when such proceedings are undertaken for the purpose of securing or protecting the rights and interests of the Association and its members.
 - (d) Allowances to members or their wives and/or children on account of death, old age, sickness, accidents or unemployment of such members.
 - (e) The issue of or the undertaking of liability, under policies of assurance on the lives of members, or under policies insuring members against sickness, accident or unemployment.
 - (f) The provision of education on social benefits for members of the wives and/or children of members.
 - (g) Publication of periodicals or magazines/furthering particularly the interests of the Association and its members.
- (iv) Every Committee other than the AICEC shall be obliged in accordance with the provision of this part of the constitution to ensure the transfer of Rs 20/- per Members for respective Unit to the Central account. General Treasurer has to ensure that such contribution is reaching in the Central Account.
 - (a) The said contribution shall be ensured by the respective Secretary/Treasurer to CEC either annually or half yearly or quarterly or monthly as the case may be to which effect the General Treasurer will take necessary steps to be in touch with the respective Regional / refinery/ Pipeline/ R&D Treasurers in order that the Central Executive Committee is not starved for want of funds.
 - (b) In addition to the contribution by the units mentioned vide section (a) above the Central Executive Committee may request the units to contribute whenever the need arises and sufficient justification is there to draw the money and to which effect the General Secretary will write to the Regional/ Refinery/ PL / R&D Centre Secretaries as the case may be.

29. BENEFITS:

- (i) No Member of the Association shall be entitled to any benefits that the Association may decide to give its members unless he has been a member for at least three months and has paid all subscriptions/contributions.
- (ii) A member of the Association who is in arrears of his subscription or dues shall not be entitled to any benefits until all such arrears have been paid and membership is restored as per the Clause 4 (v) (d).

30. ACCOUNTS:

- (i) The Central Executive/ Marketing Regional /Refinery/ Pipelines/R&D Committee shall cause accounts to be kept of all sums of money received and expended by the Association and all matters in respect of which such receipts and expenditures take place and of the assets and liabilities of the Association.
- (ii) The books of accounts shall be kept by the General Treasurer and Unit Treasurers and shall be kept open to inspection by any member at the office of the Association during which the office is open on any week day excluding holidays.
- (iii) The Accounting year for the Association will be from **1st April to 31st March**. The Annual Income and Expenditure account and the Balance Sheet of the Regional or Unit Accounts of Association shall be furnished by respective Secretary to General Treasurer. Within three months of close of the accounting year i.e. 30th June of the succeeding year,, duly audited by the competent auditor The Annual Income and Expenditure account and the Balance Sheet of Association shall be presented at the annual General Meeting within Six months of the close of the accounting year 30th Sep of the succeeding year, by the General Treasurer, duly audited by the competent auditor nominated by the General Body in accordance with regulation 18 of the Bombay Trade Unions Regulations 1927. Failure of Deposition/Presentation of accounts in stipulated time to attract disciplinary action. **In case Financial year of Country will have any change in future, IOOA accounting year must be changed accordingly.**

31. AMENDMENT OF RULES AND BYE-LAWS:

The rules may be amended, altered, replaced, rescinded or added to at any time by majority of the members present at a general body meeting, provided previous notice of at least 30 days is given to the members of the proposed alternations. However such provisions be cleared in principle by AICEC first by two third majority, before placing in the General Body. General Body for this purpose can be conducted in Mumbai or Delhi only.

32. DISSOLUTION:

The Association can be dissolved by a General Body Meeting called specially for the purpose, provided that:

- (i) The quorum for this meeting will be two-thirds of the membership and three-fourth of the members' present vote for such dissolution. However such proposal be cleared in principle by AICEC first by three forth majority, before placing in the General Body. General Body for this purpose can be conducted in Mumbai or Delhi only
- (ii) After dissolution the assets and liabilities of the Association will be disposed of in the manner decided by the General body.

FIRST SCHEDULE:

- a) There shall be a Circular by the CRO calling for nominations to the various committees on All India basis.
- b) The Circular shall clearly bring out the procedures and formalities to be followed by the candidate(s) and the member(s) exercising their votes. 7th day (Seventh day) shall be the closing date for receiving nominations from the date of issuance of the Circular calling for nomination as per provisions mentioned in (a) above.
- c) Scrutiny of nomination papers to establish eligibility for contesting the elections shall be completed on the 8th day (eighth day) from the date of issuance of the Circular.
- d) The list of candidates contesting for the elections shall be circulated to the members comprising the jurisdiction of the respective committees on the 9th day (Ninth day) from the date of issuance of Circular for elections.
- e) Nomination can be withdrawn on or before the 12th day (Twelfth day) from the date of issuance of Circular for holding the elections.
- f) The final list of contestants shall be prepared on the 13th (Thirteenth day) from the date of issuance of Circular calling for nominations.
- g) Postal ballots shall be issued on the 15th day (Fifteenth day) of issuance of the notice calling for nominations, to those who desire to exercise their franchise by postal ballots, to which effect a member will have to give an application to the respective Returning Officer.
- h) Election shall be conducted to all the committees on the 19th day (Nineteenth day) from the date of issuance of notice calling for nominations as per item (a) above.
- i) To determine as to who is a member of the Association, the records maintained at the various units of the Association shall be conclusive proof to which effect the respective Secretary/Treasurer shall testify if necessary before the Returning Officers as the case may be and the view of the Office bearers shall be final in the matter.
- j) The cut-off date for determining the membership of a person shall be the date on which the CRO calls for nominations to the various committees. In other words, any person desirous of contesting or voting as the case may be should find a place on the rolls of the Association at the said cut-off date.
- k) The outgoing General Secretary/General Treasurer and the respective Secretaries and Treasurers shall make a copy of the list of members available in the respective committees to the CRO and other Returning Officers as the case may be on the second day from the date of issuance of Circular calling nominations for the election.
- l) Appointment of polling officers, floor-wise representatives, the timing of the elections on the 19th day as per provisions (i) above and all arrangements that are necessary, incidental, essential and consistent with the need is left to the sole discretion of the CRO/other Returning Officers.

SECOND SCHEDULE

- a) Any member having any grievance arising out of the elections conducted to any of the committees are entitled to initiate an election petition in accordance with the provisions of this part of the constitution.
- b) The final authority to decide on all election disputes shall be vested in the Chief Returning Officer whose verdict shall be binding on the contestants, the petitioner and the Association.
- c) Election petition shall be on plain paper neatly typed and addressed to the respective Returning Officers.
- d) All petitions shall be initiated within 3 days from the date on which the results were declared and the respective Returning officers shall dispose off the said petitions on or before the 7th day from the date on which the results were declared duly communicating his decision to the petitioner.
- e) An appeal shall ordinarily lie to the CRO if in the opinion of Returning Officers the matter deserves the scrutiny and considerations of the Chief Returning Officer.
- f) Any petition, which is received in appeal by the CRO, shall be routed through the respective Returning Officer duly signed and sent by Registered Post Only.
- g) CRO shall dispose off all appeal petitions **on or before the 15th day** from the date on which the results were declared.

SPECIMEN COPY OF THE NOMINATION FORM

(Suitable changes should be made regarding the elective posts for all Unit Committees and the Name of the Regional Returning Officer, Refinery returning Officer, Pipeline Returning Officer, Divisional Returning Officer and Polling Officers as the case may be)

INDIANOIL OFFICERS' ASSOCIATION
(Regd. Under the Trade Unions Act, 1926)
Indian Oil Bhavan, G-9, Ali Yavar Jung Marg,
Bandra (East), Bombay - 400 051.

NOMINATION FORM
(For elective posts in Committee)

Last Date for receiving nominations by CRO: mm /dd /yy (5.15pm)

I propose Shri / Smt. / Kum/ _____ for the post of
.....in the Committee for the year.....

Name of the Proposer :
Employee No :
Signature & Date :

We second the above nomination:

1. Name of the Seconder :	2. Name of the Seconder :
Designation :	Designation :
Employee No. :	Employee No. :
Signature & Date :	Signature & Date :

I consent to the above nomination to be one of the contestants for the elections to be conducted on dd/mm/yy.

Name of Contestant :
Designation :
Employee No. :
Signature & Date :

I declare the nomination as valid / invalid.

Place:
Date:

Returning Officer

INDIANOIL OFFICERS' ASSOCIATION MEMBERSHIP APPLICATION FORM

The Secretary,
Indianoil Officers' Association,

Sir,

I, the undersigned Shri/Smt/Kum. _____
wish to be a member of the Indianoil Officers' Association and hereby convey my consent to
recover my subscription for the Indianoil Officers' Association @ Rs.50/- per month from my
salary / herewith submitting the subscription amount of Rs for months during

.. I give below the particulars required by Association

1. Full Name in Block Letters: _____
(Beginning with Surname)
2. (a) Employee Number: _____

(b) Designation: _____
3. Department/Division/Location: _____
4. Date of joining in IOCL: _____
5. Permanent residential address: _____

6. Name of the legal Beneficiary
& relationship: _____

The necessary authority duly completed is appended below:

Yours faithfully,

Signature: _____

Name in Full: _____

