

**National Confederation of Officers' Association of Central
Public Sector undertakings (NCOA)**
Regd. No.DNE 707/2005

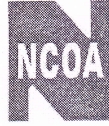
1. NAME AND OFFICE:

1.1 Name : The name of the Confederation shall be the "National Confederation of Officers' Association of Central Public Sector Undertakings' and in short it shall be called as NCOA and herein after referred as "UNION"

1.2 Office : The Registered office of the Confederation shall be "Madhu Malthi", 19, Saket Co-op. Hsg. Society, behind Hoc Colony, Panvel, Distt. Raigad, (M S) 410 206.

1.4 Monogram:

The following is the approved monogram of NCOA.



2.0 OBJECTIVES:

- 2.1 To organize and unite the persons employed in the Public Sector and to regulate their relations with the employer.
- 2.2 To provide a National Forum for the Associations of Officers of Public Sector Undertakings and allied organizations.
- 2.3 To foster a spirit of unity and friendship among its affiliates and their members.
- 2.4 To promote and foster Officers' movement on democratic lines so as to improve the working conditions of employment, to safeguard the legitimate interests of officers and to secure and maintain for officers the fundamental rights guaranteed under the Constitution of India.
- 2.5 To Co-ordinate the activities of Member Officers' Association.

2.6 To represent to the appropriate authorities the problems and issues relating to Officers and their Association from time to time.

2.7 To promote professional competence, applications and talents of officers individually and collectively.



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**Secretary
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**Secretary
(NCOA West Zone)**

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- 2.8 To help officers to improve their welfare such as wages, housing, taxation, pension, perquisites, legal assistance etc.
- 2.9 To provide facilities to member Officers' Association to enable them to provide their members effective assistance in matters of law, taxation, pension, housing etc.
- 2.10 To improve the economic and social well being of the members.
- 2.10 To provide legal and financial assistance to member Associations as and when necessary and/or required.
- 2.12 To obtain representation on and affiliation to various International, National, State and local Organizations to ensure that the interest of the member Officers' Associations and their members are advocated and protected.
- 2.13 To secure wider application of science, technology and management and the improvement in scientific, technical and management skills of the member Officers' Association and their members and of society in general.
- 2.14 To promote discussions on the ethical implications of science and technology and to encourage member Officers' Associations to restrain the application of knowledge for purposes detrimental to mankind.
- 2.15 To deliberate upon and to review all Government policies which could have an impact upon public sector undertakings and allied organizations.
- 2.16 To promote legislation in Parliament for the benefit of member Officers' Associations and their members.
- 2.17 To acquire, hold and dispose off any property, immovable or otherwise and to make draw and endorse negotiable or any other instruments, to enter into agreements, contracts and settlements with the Government, Management, or other appropriate person, body, or organization and generally to take all other steps as may be necessary and conducive to the achievement of the objectives enumerated above.
- 2.18 The Confederation will be non-profit making and non-political.

3.0 DEFINITIONS :

- 3.1 **Union:** means the National Confederation of Officers' Association.
- 3.2 **Organisations:** Public Sector enterprises, port Trusts, etc. where in the central government has stake hold in its functioning.
- 3.3 **Member association:** means associations of officers working in public Sector enterprises.
- 3.4 **Government:** means Govt. of India



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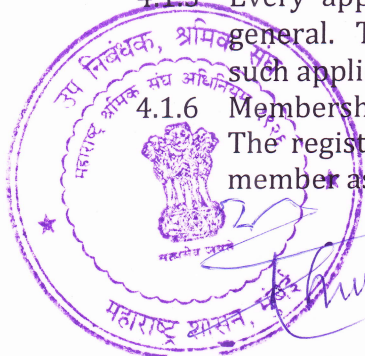
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- 3.5 **National committee** : National office bearers elected from the national general council.
- 3.6 **NEC** : means national executive committee comprises of national committee, zonal secretaries of NCOA and other NEC approved members.
- 3.7 **NGC** : means national governing council comprises of national executive committee, elected members from the member association and NEC approved members.
- 3.8 **Zonal Committee** : Zonal office bearers elected from member associations.
- 3.9 **ZEC** : means zonal executive committee comprises of zonal committee elected by the ZGC and secretaries of member associations
- 3.10 **ZGC** : means zonal governing council comprises of zonal executive committee and elected members from the member associations.
- 3.11 **Jurisdiction** :
The Union shall have it Jurisdiction throughout India.
- 3.12 **Accounting Year** :
The Official Accounting Year of the NCOA shall be from 1st January to 31st December every Year.

4.0 MEMBERSHIP :

4.1 Member :

- 4.1.1 Membership of the union shall be open to officers' associations of central public sector enterprises.
- 4.1.2 All such officers' associations seeking membership of union shall remit Rs.1000/- as admission fee to NCOA national committee.
- 4.1.3 Two representatives of the member Officers' Association shall represent the Officer Association in the National General Council. For the purpose of voting and quorum each member Officer Association shall be treated as one and only one representative shall be entitled to vote.
- 4.1.4 The secretary general shall issue an affiliation certificate to all member associations.
- 4.1.5 Every application for admission to the union shall be addressed to the secretary general. The national executive committee shall have the powers to accept or reject such applications.
- 4.1.6 Membership register of member associations shall be maintained by secretary general. The register shall be open for inspection to the authorized person/persons of each member associations.



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- 4.1.7 Membership register of each member association shall be maintained by respective officers' association. Membership list shall be submitted to secretary general annually during the month of January.
- 4.1.8 Member association shall not terminate any of its members who are national or zonal office bearers including members of NEC and ZEC. In case the member associate wishes to terminate any of the members they shall get the approval of NEC or ZEC where the member holding the official capacity during that period.
- 4.1.9 Any member association which indulges in such activities which are detrimental to the interests of the members of the union shall be terminated from the membership by majority decision of the NEC.
- 4.1.10 A member association fails to pay the subscription for two consecutive years without any valid reason shall be removed from the membership of the union after getting the approval of NEC.
- 4.1.11 Any member association removed from the membership can be readmitted by NEC only when the reasons for the removal were cleared and payment default was fully settled.

4.2 Honorary Member :

- 4.2.1 Persons who are not eligible to become ordinary members of the officers' associations may be admitted as honorary members of the union by NEC for the purpose of being electing him/her as national office bearer or zonal office bearer. The member so elected or co-opted to the national executive committee or zonal executive committee shall be honorary members of the union during the period of their office subject to the provisions of section 22 of the Trade Union Act - 1926. The member so elected/co-opted shall not exceed three in number either in national or zonal committee. At present 2 Honorary Members

5.0 MEMBERSHIP FEE, SPECIAL CONTRIBUTIONS :

Each Member Association shall pay NCOA.

- 5.1 An admission Fee and Annual Subscription - Any Officers' Association on payment of Rs.1,000/- may become member Association and shall pay Rs. 5/- per member per months or their membership as an annual subscription.

- 5.2 Such other Special Contribution (by whatever name called) as decided from time to time by the NEC.

- 5.3 Member Officers' Association failing to pay its subscription for two years without the permission of the said committee shall cease to be a member of the union. But it shall be entitled to rejoin the union on paying the arrears.



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- 5.4 Every subscription paid is not refundable.
- 5.5 The general secretary of each member association shall pay the amount collected from every member to national committee and zonal committee as mentioned below:-

National : Rs.2.00

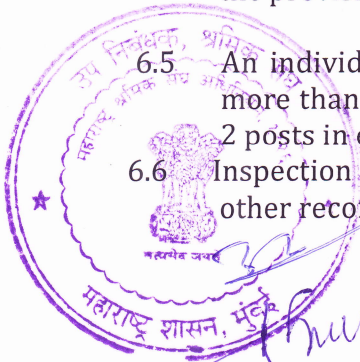
Zone : Rs.3.00

However Association having Membership all over India they shall be treated as one entity and they shall pay lump sum amount to the national committee as decided by NEC.

- 5.6 Every member association shall pay their quota fully to the Zonal Committee and Zonal committee should pay the National committee its quota in Toto. MO/DD commission shall be borne by the remitter. The quota shall be remitted regularly after giving intimation to the respective general secretary for effective supervision.
- 5.7 National committee shall have every right to collect any special fund / contribution from members of all member associations upon the decision arrived at NEC/NGC.

6.0 BENEFITS :

- 6.1 No number of the Union shall be entitled to any benefits that the union may decide to give to its members unless the Member Officers' Associations has been a member for at least six months and has paid all contributions.
- 6.2 An Member Officers' Association that is in arrears with his subscription or dues shall not be entitled to any benefits until all arrears have been paid and a period of two months has elapsed from the date of payment of such arrears.
- 6.3 Should the Member Officers' Association go on strike without the sanction or approval the Managing Committee such a Member Officers Association shall not be entitled to any benefits whatsoever.
- 6.4 All member associations and its members are eligible to represent the union, subject to the provisions of the bye law.
- 6.5 An individual member from member association shall not be allowed to contest for more than 1 post. A member association shall not be allowed to contest for more than 2 posts in elections to national/zonal committee.
- 6.6 Inspection of the accounts books, register of members, membership lists and similar other records shall be within the rights of the member.



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7.0 REGISTER OF MEMBERS :

- 7.1 The NCOA shall maintain a register of all its member Officers' Association containing their names and names of the representatives of the Members Officers' Association and particulars of their place of work, their residence etc.
- 7.2 The Register shall be open to inspection by any authorized representative of an Member Officers' Association at the Head Office during working hours during which the office of the confederation shall be open on any working day excluding holidays.

8.0 ORGANISATION SET UP :

Organization shall function at the following levels:

- i) National General Council (NGC)
- ii) National executive Committee (NEC)
- iii) Zonal General Council(ZGC)
- iv) Zonal executive Committee (ZEC)

8.1 GENERAL MEETING [NATIONAL GENERAL COUNCIL] :

The national general council shall consist of representatives elected by the respective member association in its zonal executive committee meeting. The number of representatives (delegates) for the purpose of their election shall be computed on the basis of **ONE** for every **300** members or part there of being not less than **200** subject to a minimum of one per member association. National office bearers and NEC members shall be ex-officio delegates.

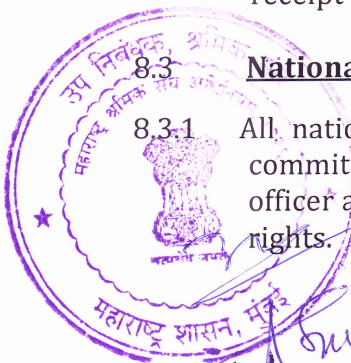
- 8.2 NGC shall meet at least once in a year, at the place and time as decided by the NEC. However period can be extended as decided by the NEC.

- 8.2.1 A notice of minimum 15 days shall be given for the national general council meeting.

- 8.2.2 The president or secretary general shall call for a national general council when a requisition signed by 1/5 of total strength of national general council members is received. The said council meeting shall be held within thirty days from the date of receipt of the requisition.

8.3 National executive committee (NEC)

- 8.3.1 All national office bearers & Zonal Secretaries shall form the national executive committee of NCOA. The Secretary General shall call special invitees from major officer associations of NCOA to attend the meeting and they shall not have any voting rights.



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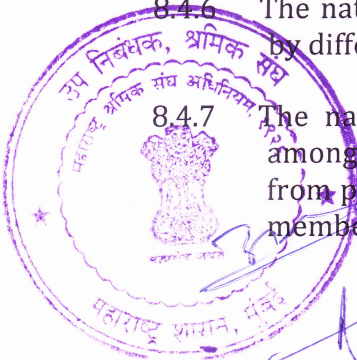
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- 8.3.2 The secretary general shall nominate a maximum of FIVE members to NEC from amongst the members and honorary members. Honorary members shall be limited to a maximum of THREE. These nominated members shall enjoy all the rights of regular NEC member.
- 8.3.3 A notice of not less than fifteen days shall be necessary for holding the NEC meeting.
- 8.3.4 The quorum for the meetings of the NEC shall be 1/3 of total members of NEC members including the office bearers and the nominated members.
- 8.3.5 The emergency meeting of NEC can be convened with a short notice.
- 8.3.6 The traveling expenses of the NEC members including those nominated shall be borne by the respective member association. However, for national officer bearers, it shall be borne by the NEC depending upon fund availability.
- 8.3.7 The decisions in the NEC shall be taken by majority vote whenever required.

8.4 Functions and powers of the national general council (NGC)

- 8.4.1 The national general council (NGC) shall be the sovereign and supreme body of the union in respect of all the matters involving the interests of the members and the union.
- 8.4.2 The national general council (NGC) shall have the powers to amend the bye law.
- 8.4.3 The national general council (NGC) shall confirm the minutes of the previous representative council meet.
- 8.4.4 The national general council (NGC) shall discuss and pass the budget.
- 8.4.5 The national general council (NGC) shall discuss the report of the secretary general, audited accounts of the union for the completed calendar year and take appropriate decisions.
- 8.4.6 The national general council (NGC) shall discuss the various resolution put forward by different member associations and take appropriate decisions.

- 8.4.7 The national general council (NGC) shall elect the following office bearers from among the members of the affiliated officers associations. In case of nominations from persons who are not ordinary members, it shall be ratified by NEC as honorary member.



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- 8.4.8 Each member association shall be eligible to contest only for two posts of NEC.
- 8.4.9 The national general council (NGC) shall investigate into and take suitable action on any matter brought to its notice.
- 8.4.10 The national general council (NGC) can delegate some of its powers, including making amendments to the bye law, to the NEC whenever it may consider necessary.
- 8.4.11 The decision of the National General Council (NGC) shall be final and binding to all.
- 8.4.12 The NGC may also nominate officers for special purpose if required.

8.5 Voting powers and national general council (NGC) fees

- 8.5.1 The national committee shall have right to decide and collect delegate fee from the delegates attending the national general council.
- 8.5.2 The voting power of each delegate and ex-officio delegate shall be ONE VOTE each. The delegates who are physically present before election officer shall only be given the ballot paper.

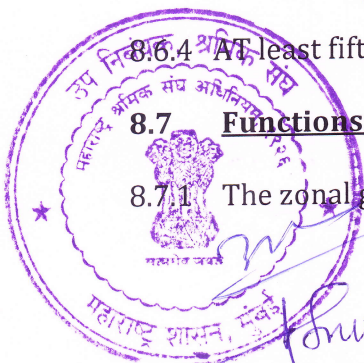
8.6 Zonal general council (ZGC)

- 8.6.1 The zonal general council shall consist of zonal executive committee (ZEC) members and delegates elected by the member association in their general body meeting. The number of delegates shall be computed on the basis of one for every 150 paid membership or part there of being not less than 100 subject to a minimum of one per member association. The national office bearers shall be ex-officio delegates.
- 8.6.2 The zonal general council shall meet once in one year at the time and place as shall be decided by the zonal executive committee. However the period can be extended by a maximum of one year.
- 8.6.3 The Presence of One Third members of the Zonal General Council shall be necessary to form quorum. No quorum is necessary for adjourned meetings.

- 8.6.4 At least fifteen days notice shall be given for a meeting of the Zonal General Council.

8.7 Functions and powers of zonal general council (ZGC)

- 8.7.1 The zonal general council (ZGC) shall be the supreme body of the zonal organization.



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- 8.7.2 The zonal general council (ZGC) shall confirm the minutes of the previous conference.
- 8.7.3 The zonal general council (ZGC) shall pass the budget.
- 8.7.4 The zonal general council (ZGC) shall consider and approve the report of the zonal secretary and audited accounts of the zone. The zonal general council (ZGC) can consider various resolutions and any other item that it may find necessary.
- 8.7.5 The zonal general council (ZGC) shall elect the following office bearers from the members of the zonal council.
President, vice-presidents, zonal General Secretary, joint Secretaries, treasurer and any other office bearer that may be decided by the Zonal General council.

8.8 Voting power and fees

- 8.8.1 The zone can decide and collect delegate fee from the delegates attending the zonal council.
- 8.8.2 The voting power of each delegate including ex-officio delegate shall be ONE vote each.
- 8.8.3 The ballot paper shall be handed over to the delegates physically present before the election officer.

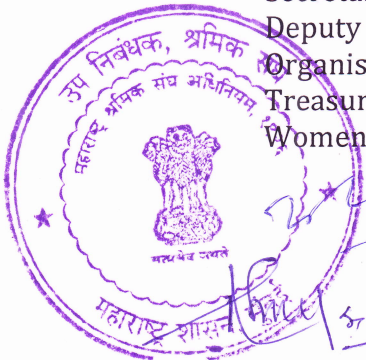
8.9 Zonal executive committee (ZEC)

- 8.9.1 The zonal executive committee of NCOA shall be formed for each state.
- 8.9.2 All zonal Office bearers and secretaries of each member associations under the zone shall constitute zonal executive committee (ZEC).

9.0 OFFICE-BEARERS:

The national committee shall consist of following:-

President	-	One
Working president	-	One
Vice president	-	Four
Secretary general	-	One
Deputy secretary general	-	Four
Organising secretary	-	One
Treasurer	-	One
Women secretary	-	One



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(One vice president & deputy secretary general shall be elected from the northern, southern, western and eastern regions) The national general council (NGC) may nominate ADVISORS'/PATRON if required to the national committee who shall a prominent person and need not be a member of any officer association. The NGC may also nominate officers for special purpose if required.

10.0 VACANCIES AND REMOVAL:

- 10.1 Should a vacancy occur among the Office-Bearers and of the members of the National Executive Committee and Zonal Executive Committee it shall be filled by the by Executive Committee and Zonal Executive Committee by Co-option.
- 10.2 Any Office-Bearers of the Union or a member of the National Executive Committee can be removed by the General Meeting by three-fourth majority for committing any fraud or having acted against the interest of the Union, provided the Office-Bearer of the member of the National Executive Committee to be removed is given adequate opportunity to explain his conduct.

11.0 DUTIES OF THE OFFICE BEARERS:

- 11.1 **President:** The president shall preside over all the meetings of NGC and NEC. To preserve order, sign all minutes and shall be allowed to give a casting vote only. The president shall have power to call special meetings of NEC or NGC whenever any contingency arises according to the president. He shall accept the resignation submitted by any office bearer on the advice of the NEC. He shall exercise all powers as enumerated in other clauses of this bye law.

11.2 Vice Presidents:

- i) In the absence of the president and working president, one of the vice-presidents shall carry out the functions of the president.
- ii) They shall assist the president in the discharge of his functions.

- iii) The Vice president of each region shall monitor activities of member association in their region jointly with Dy. Secretary General and monthly report are to be submitted to Secretary General.



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Deputy General Secretary

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11.3 **SECRETARY GENERAL :-**

The secretary general shall be the administrative in charge of confederation and shall work under the direction of president/NEC. The secretary general shall convene the meetings of NEC & NGC and shall take minutes of all such meetings, conduct all correspondence, , keep all accounts through the treasurer, exercise supervision over the affairs of the union and also keep a correct account of all receipts and expenditure. The secretary general shall be responsible for submitting to the register of trade unions all returns and notices that should be send to that officer under the Trade Unions Act, 1926. The secretary general shall in consultation with the president and subject to the approval of the managing committee, have the power to engage any assistance for organizing and clerical purposes necessary and all such assistant shall be under the control of the secretary General. The secretary general shall guide the treasurer in presenting the budget and expenditure statement to be placed before the national working committee and general meeting of the NGC for their approval.

11.4 **Working President:** The working president shall function in place of the President in his absence.

11.5 **Treasurer:**

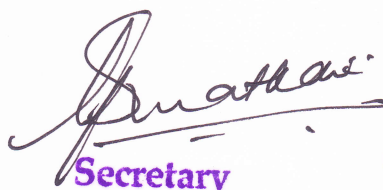
11.5.1 The Treasurer shall be responsible for all accounts and settlement of cash money which may from time to time be paid into the union and for duly banking them. The Treasurer shall make payments towards all expenditure sanctioned by the working committee.


11.5.2 The Treasurer shall place audited statement of accounts before the national general council for approval every year and NEC whenever required.

11.6 **Deputy Secretary General:** The deputy secretary general shall be responsible for all the activities of the union in his region and visit the member associations at different places in his region. The deputy secretary general can attend conference of the member association. The deputy secretary general can assist the member association at times of difficulties. Deputy Secretary General of each region shall monitor activities of member association in their region jointly with Vice President and monthly report are to be submitted to Secretary General.




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- 11.7 **Organising Secretary:** The organizing secretary general shall assist the secretary General to discharge his responsibilities and duties. Organize Secretary shall take additional responsibility of organizing new zones and new affiliates and shall take over all responsibility in running the organization under the supervision of Secretary General.

12.0 GENERAL MEETING:

- 12.1 The General Meeting shall be held in the month of January or February for an Annual General Meeting of all the members of the Union, to conduct the following business:

- To adopt the report of the work done by the Union and the audited statement of accounts.
- To elect the Officer-Bearers and other members of the National Executive Committee at its Triennial General Body Meeting.
- To consider resolutions proposed by the National Executive Committee for the members regarding the activities of NCOA.
- To transact such other business as may be brought forward with the permission of the Chair.

- 12.1 The President or the Secretary General may call a General Meeting of the General Meeting of the members of the Union whenever he thinks necessary and shall call it on a requisition signed by one-fifth of the total strength of the Union within twenty days of the receipt of the requisition. In case the Presidents or the General Secretary fail to convene such a meeting after due notice and the proceedings of the meeting shall be binding on the union.

- 12.2 At least 15 days notice shall be given to the members for General Meetings.

- 12.3 The presence of at least one-third Member Associations shall be necessary to form a quorum for a General Meeting. No quorum is necessary for adjourned meetings, to be conducted after half an hour on same venue.



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13.0 NATIONAL EXECUTIVE COMMITTEE:

13.1 Subject to the provisions of Section 21 of the Trade Union Act 1926 the affairs of the National Executive Committee shall be responsible for

- i) The Management and working of the Union.
- ii) Take proper steps for carrying out the Resolutions and directions passed by the General Meeting.
- iii) Dealing with any emergency affecting the interests of the Member.

13.2 Functions and powers of National Executive Committee (NEC)

- i) The national executive committee (NEC) shall be subordinate to the national general council.
- ii) The national executive committee (NEC) shall meet once in three months or earlier if necessary.
- iii) The national executive committee (NEC) shall exercise the control over the affairs of the union.
- iv) The national executive committee (NEC) shall exercise control over the power of utilization of funds in the interest of the union.
- v) The national executive committee (NEC) shall be responsible for the upkeep of the accounts and circulation of the audited accounts.
- vi) The national executive committee (NEC) shall convene all meetings of the general council.
- vii) The national executive committee (NEC) shall deal with the interest of the members of the union.

iii) In case of dispute over the bye law being ambiguous or silent over any issue the decisions of the national executive committee shall be final and binding.



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- ix) The national executive committee (NEC) shall exercise all other powers vested on it by different clauses of this bye law.

The national executive committee shall have powers to co-opt members to fill vacancies of office bearers up to 25% hold till next national general council (NGC).

- 13.3 The National Executive Committee shall meet once every three months on such days and at such place as may be fixed by the Secretary General in consultation with the President.
- 13.4 The Presence of One Third members of the National Executive Committee shall be necessary to form quorum. No quorum is necessary for adjourned meetings.
- 13.5 AT least fifteen days notice shall be given for a meeting of the National Executive Committee.

14.0 GENERAL FUNDS:

- 14.1 The General Funds of the Union shall consist of Admission fees, Annual membership, subscriptions, donations, and Special levies. Subscriptions and Advertisement Charges for any publication. Proceeds from cultural functions, benefit shows. Any other source or cause of income approved by the National Executive Committee.
- 14.2 They shall be deposited in banks, approved by the National Executive Committee in the name of the Union and the account shall be operated by the Treasurer and any one of the Presidents or the General Secretary or those authorized by the General Meeting.
- 14.3 The Secretary General or the Treasurer shall not keep more than Rs. 1000/- with him for current expenses.

15.0 OBJECTS ON WHICH THE GENERAL FUNDS CAN BE EXPENDED:

- 15.1 Subject to the provisions of the Section 15 of the Trade Unions Act, 1926, the General

- a) The payment of salaries, allowance to office bearers of the Union.

- b) The payment of expenses for the administration of the Union including audit of the accounts of the General Funds of the Union.



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- c) The prosecution or defense of any legal proceedings to which the Union or any member thereof is party when such prosecution or defense is undertaken for the purpose of securing or protecting any rights of the Union as such of any rights arising out of the relations of any members with his employer with a person whom the member employ.
- d) To conduct trade disputes on behalf of the Union or any member thereof.
- e) Compensation to members for losses arising out of tread disputes.
- f) Compensation to members of the affiliates or their dependents on account of death, old age, sickness, accident or unemployment.
- g) The issue of an undertaking of liability under policies of assurance on the lives of members of the Member Officers' Association or under policies insuring members of the Member Officers' Association against sickness, accident or unemployment.
- h) The provision of educational, social or religious benefits for members.
- i) The upkeep of a periodical published mainly for the purpose of discussing questions affecting employer/s or workmen/s as such.
- j) The payment in furtherance of any of the objects on which general funds of the Union may be spent, of contributions to any cause intended to benefit officers in general, provided that the expenditure in respect of such contributions in any financial year shall not at any time during that year be in excess of one fourth of the combined total of the gross income which has up to that time accrued to the general funds of the Union during the year and of the balance at the credit of these funds commencement of that year and,

Subject to any conditions contained in the notification, any other object notified by the appropriate Government in the official gazette.



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16.0 ANNUAL AUDIT:

The Union shall make due provision for the annual audit of the accounts of the Union by competent auditors appointed by the Managing Committee in accordance with Rule 18 of the Trade Union Act 1926.

17.0 INSPECTION OF BOOK OF ACCOUNTS:

The books of accounts of the Union shall be open for the inspection by any member in the head office of the Union during the hours during which the office is open on any day excluding holidays.

18.0 AMENDMENT OF RULES:

The rules may be amended, altered, replaced, rescinded or added at any time by majority of the members present at a general meeting provided previous notice of at least seven days is given to the members of the proposed alternations.

19.0 DISSOLUTION OF THE UNION:

19.1 The Union shall not be dissolved except by the vote of majority of these three fourth members present at general meeting of the NGC convened for this purpose provided the total number of the members then in the roll of the union.

19.2 The funds of the Union and all after dissolution shall be disposed off in accordance with the decision of the dissolution meeting.




Deputy General Secretary.


Secretary
(Women Affairs)

Secretary
(NCOA West Zone)

**NATIONAL CONFEDERATION OF
OFFICERS' ASSOCIATION**
(Registered under the Trade Union Act, 1926)
Regd. No. DNE 707)

प्रमाणित प्रत


उपनिबंधक
श्रमिक संघ, कोकण विभाग,
मुंबई.

प्रत