

Kerala Recognition of Trade Unions Rules, 2011

KERALA

India

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Rule KERALA-RECOGNITION-OF-TRADE-UNIONS-RULES-2011 of 2011

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Kerala Recognition of Trade Unions Rules, 2011Published vide Notification No. S.R.O. No. 278/2011, dated 20.04.2011Last Updated 10th December, 2019S.R.O. No. 278/2011. - In exercise of the powers conferred by sub-section (1) of Section 17 of the Kerala Recognition of Trade Unions Act, 2010 (16 of 2010), the Government of Kerala hereby make the following rules, namely :-

1. Short title and commencement.

(1)These rules may be called the Kerala Recognition of Trade Unions Rules, 2011.(2)They shall come into force at once.

2. Definitions.

(1)In these rules, unless the context otherwise requires,-(a)"Act" means the Kerala Recognition of Trade Unions Act, 2010 (16 of 2010);(b)"Day" means the period of twenty four hours beginning at midnight;(c)"Form" means a Form appended to these rules;(d)"Returning Officer" means an officer appointed by the Registrar for the conduct of election and includes Additional Returning Officers appointed by the Registrar;(e)"Section" means a section of the Act.(2)The words and expressions used in these rules, but not defined herein, shall have the same meaning as are assigned to them under the Act.

3. Powers of the Registrar.

(1)The Registrar shall, have the power to do all or any of the following matters, namely: -(a)To make such examination and hold such enquiry as may be necessary, for ascertaining whether the provisions of this Act have been or are being complied with for carrying out the purposes of the Act or the rules made thereunder;(b)To require the production of any register or any document required to be maintained under any law for the time being in force by the employer or the Trade Union as

the case may be;(c)To enter at all reasonable times and with such assistance if any, person in the service of the Government or of any local authority as he thinks fit, any premises which is or which he has reason to believe is an industrial establishment or any class of industry;(d)To make such inspection of the premises and of any prescribed registers, records and notices, and take on the spot or otherwise evidence of any person as he may deem necessary, for carrying out the purposes of the Act;(e)To appoint any officer for assisting the Returning Officer for the conduct of election under the Act;(f)To issue certificates to the employer for recognition as per the provisions of the Act;(g)To exercise such other powers as may be necessary for carrying out the purposes of the Act.

4. Duties of the Registrar.

- The duties of the Registrar shall be the following:-(a)Preparation of reports regarding certificate for recognition of Trade Union;'(b)Maintenance of registers as required under the provisions of the Act;(c)Any other duties as may be assigned by Government from time to time for carrying out the purposes of the Act.

5. Application for certificate for recognition of trade union.

(1)Every application for certificate for recognition of a Trade Union for an industrial establishment or a class of industry in a local area, as the case may be, shall be made in Form A in duplicate to the Registrar of the area in which the registered office of a Trade Union is functioning.(2)The application shall be accompanied by the Treasury chalan showing that the prescribed fee as specified in sub-rule (3) has been paid in the head of account maintained for the purpose.(3)The fee shall be 1000 for a certificate for recognition of a trade union. The fee so paid for a certificate for recognition of a trade union shall be non-refundable.(4)The application in duplicate together with the document specified in sub-rule (2) shall be sent by registered post or delivered in person under acknowledgement to the Registrar.(5)In the case where a certificate for recognition has been granted under sub-section (3) of section 5, subsequent application by any other Trade Union may be sent to the Registrar on the expiry of a period of six months immediately following the date of recognition of a Trade Union by the employer concerned:Provided that no such application shall Be entertained by the Registrar unless it is accompanied by a document containing the signatures of not less than ten percent or fifteen percent of the eligible workmen in the case of an industrial establishment or a class of industry in a local area as the case may be, for supporting the recognition as a constituent of the joint bargaining council.

6. Enquiry on application for issue of certificate for recognition.

(1)On receipt of an application for certificate for recognition, the Registrar shall, within seven days from the date of receipt of such application, give notice to the trade union or the employer in Form B informing the time and date of enquiry and also the documents to be produced if any, for determining whether the applicant Trade Union fulfills the conditions laid down in Section 4 and for ascertaining whether there is any other Trade Union interested in submitting application for recognition.(2)On receipt of the notice under sub-rule (1) the Trade Union or the' employer shall appear before the Registrar in person along with the required details on the time and date

mentioned in the notice.(3)The Registrar may, if necessary, require the applicant Trade Union or the employer to submit any other document, information or details. in their possession as he deems necessary for him to take a decision in the matter.(4)The Registrar may hear the applicant if necessary or adopt any other procedure he deems fit for determining whether the applicant Trade Union fulfills the conditions laid down in section 4 and for ascertaining whether there is any other Trade Union interested in submitting application for recognition.(5)The Registrar shall immediately after such enquiry, send notice to all other registered Trade Unions in the industrial establishment or a class of industry in a local area as the case may be, requiring it or them to inform within seven days from the date of service of such notice as to whether such Trade Union is interested in submitting application for certificate for recognition under the Act.(6)A copy of the notice mentioned in sub-rule (5) shall also be sent to the employer of the industrial establishment or the class of industry concerned and require him to display it in the notice board of the industrial establishment or the class of industry as the case may be, immediately on receipt of it for the information of the Trade Unions.(7)The Registrar, if necessary, may make other arrangements he deems fit to ensure that the information has reached the Trade Unions in the class of industry in a local area.(8)On receipt of the notice under sub-rule (5) or sub-rule (7) the Trade Union shall furnish the required information within seven days to the Registrar, as to whether it is interested in submitting the application for certificate for recognition under the Act:Provided that the Trade Union interested in submitting application for certificate for recognition shall submit application in Form A in accordance with rule 5 to the Registrar within seven days of furnishing such information to the Registrar under sub-rule (8).(9)The Registrar shall consider such application received, if any, under sub-rule (8), and proceed with the matter accordingly.

7. Register of Made Unions.

(1)The Registrar shall maintain a Register of Trade Unions certified and recommended for recognition, by the employer in Form C.(2)If there is only one applicant Trade Union in respect of an industrial establishment or a class of industry in a local area, as the case may be, and the Registrar is satisfied on the enquiry of the application held under rule 5 that the Trade Union fulfills all the conditions laid down in sub-section (3) of Section 4, he shall enter the name of the Trade Union in the Register of Trade Unions in Form C and grant a certificate in Form D as referred to in rule 8.(3)If there is more than one applicant Trade Union in respect of an industrial establishment or a- class of industry in a local area, as the case may be, and the Registrar is satisfied that the Trade Unions fulfill all the conditions laid down in sub-section (3) of Section 4, he shall arrange to hold an election by secret ballot as referred to under these rules and enter the name of the Trade Unions in the Register of Trade Unions in Form C and grant a certificate in –Form D as referred to in rule 8.

8. Certificate of Recognition.

(1)The Registrar shall, after complying with the procedure prescribed in section 5 and rules 5 to 7, grant a certificate for recognition in Form D within fifteen days from the date of receipt of application in case there is only one applicant.(2)If there is more than one applicant and an election under sub–section (4) of Section 5 has been held. the certificate for recognition shall he issued within fifteen days from the date on which the election process is completed.

9. Mode of Election.

- If there is more than one applicant Trade Union in respect of an industrial establishment or a class of industry in a local area as provided in sub-section (4) of Section 5, the Registrar shall arrange to conduct an election by secret ballot in the manner hereinafter mentioned in these Rules.

10. Appointment of Returning Officer.

(1)The Registrar shall appoint or nominate any officer as Returning Officer for the conduct of the election under the Act.(2)The services of the staff of the officer appointed as the Returning Officer may be utilised for assisting him in the process of election.

11. Powers and Functions of the Returning Officer.

(1)Subject to other provisions of these rules, the Returning Officer shall be responsible for the conduct of election of the Trade Union and shall have powers,-(a)to fix the date of notification of election;(b)to fix and notify the date, place and time of election;(c)to prescribe the form of notice, nomination, letter of intimation, declaration paper, ballot paper, ballot paper cover and the envelop for election, the form of any other record to be prepared or maintained in relation to an election, the instructions to be contained in the notification etc.;(d)to decide in case of doubt, the validity or otherwise of each ballot paper or of each vote recorded thereon;(e)to fix-(i)the last date of receipt of nominations;(ii)the date of scrutiny of nominations and publication of list of Trade Unions validly nominated;(iii)the last date and time for withdrawal of candidature;(iv)the date of publication of the final list of candidature;(v)the date of issue of ballot paper;(vi)the date and time of the poll;(vii)the date and time of counting of votes; and(viii)the date and time for any other purpose in respect of conduct of the election.(f)to declare the result of each election; and(g)to exercise any other power which he deems necessary for the effective conduct of the election.(2)The Returning Officer shall, under unavoidable circumstances postpone the date or dates fixed for election or any process involved in the election at any stage with notice to the parties after recording reasons thereof:Provided that if he does so, it shall be informed to the Registrar immediately.

12. Maintenance of Electoral Roll.

- The Returning Officer shall maintain an electoral roll showing the names and address of the workmen of the industrial establishment or a class of industry in a local area as the case may be. The electoral roll shall be made available by the employer of the industrial establishment or a class of industry in a local area as the case may be on request to the Returning Officer.

13. Publication of the Electoral Roll.

(1)The electoral roll shall be published within seven days from the date of notification of the election. The Registrar shall make arrangements with the employer of the industrial establishment or a class of industry in a local area as the case may be to display the electoral roll in the notice

board of the respective industrial establishment or a class of industry. The Registrar shall also make arrangements with the employer concerned to supply the copy of the electoral roll to all the registered Trade Unions in the industrial establishment or a class of industry as the case may be immediately after its publication in the notice board.(2)The Returning Officer shall also make arrangements for the workmen if any, who are not members of any of the Trade Unions in an industrial establishment or a class of industry as the case may be on request, to inspect the electoral roll maintained in the office of the Returning Officer.(3)Any objection to the electoral roll shall be submitted to the Returning Officer within seven days, after the date of publication of the electoral roll and the Returning Officer shall take a decision within 5 days on such objection if any, and arrange the publication of the electoral roll immediately with necessary changes if any, in the notice board of the industrial establishment or the class of industry as the case may be. The decision of the Returning Officer with regard to the electoral roll shall be final.

14. Election not to be invalidated by reason of missing or omission in electoral roll.

- No election shall be invalidated by reason of missing or omission of the name of the workman entitled to vote in such election, in the electoral roll.

15. Eligibility to take part in election.

- Subject to the provisions in section 8 all workmen in the industrial establishment or a class of industry of a local area, as the case may be, and included in the electoral roll, are entitled to take part and vote in the election.

16. Notification of election.

- The notification of election shall contain the following particulars, namely: -(a)Date of notification;(b)Last date and time for receipt of nominations;(c)Date and time of scrutiny of nominations and publication of list of valid nominations;(d)Last date and time for withdrawal of nominations;(e)Date of publication of the final list of candidates;(f)Date of issue of ballot papers to the officer in charge of the polling stations;(g)Date and time fixed for the poll;(h)Date and time of counting of votes.

17. Presentation of nomination paper and requirements for a valid nomination.

(1)On or before the date appointed for the purpose, each Trade Union may deliver to the Returning Officer a nomination paper in the form as may be specified by the Returning Officer, which shall, on application, be supplied free of cost by the Returning Officer.

18. Scrutiny of Nominations.

(1) All nomination papers received in the office of the Returning Officer, shall be scrutinized by him. (2) The Returning Officer shall examine the nomination papers and take decision on the objections which may be made at the time of scrutiny of nomination and he may either on receipt of such objections, or on his own motion, after such summary enquiry, if any, as he thinks necessary, reject any nomination, on any of the following ground's, namely:-(i) the Trade Union is ineligible for election under the provisions of the Act. (ii) the proposer or the seconder is a person whose name is not enrolled in the electoral roll. (3) The decision of the Returning Officer, shall, in each case, be recorded on the nomination paper and such decision shall be final.

19. List of Trade Union validly nominated.

(1) A list of Trade Unions whose nominations have been declared valid after due scrutiny under rule 18 shall be published with their name and address by affixing -the same on the notice hoard in the office of the Returning Officer on the same day. The names of the Trade Unions in the list shall be in the serial order of their registration numbers or as may be decided by the Returning Officer. (2) The Returning Officer shall also make arrangements with the employer of the industrial establishment or the class of industry as the case may be, to publish the list finalised under sub-rule (1) in the notice board of the industrial establishment or the class of industry.

20. withdrawal of candidature.

- Any Trade Union which is validly nominated, may withdraw its nomination by notice -in writing duly signed by the President or Secretary of the Trade Union and send it to the Returning Officer by registered post or deliver it in person not later than the time on the day fixed for withdrawal. the withdrawal once made shall be final.

21. Final list of contesting Trade Unions.

- The Returning Officer shall, alien expiry of the period fixed for withdrawal of candidature, publish a final list of Trade Unions eligible to contest in the election. The final list of Trade Unions shall contain the name, address and, Registration No. granted under the Trade Union; Act, 1926 (Central Act 16 of 1926) in respect of each Trade Union.

22. Issue of ballot paper.

- The officer in charge of the polling station shall issue to each elector a ballot paper containing the name, address and Registration No. of all the Trade Unions in the same order as in the final list of Trade Unions published under rule 21, when the elector comes to polling station for casting the vote: Provided that the ballot paper which does not contain the signature of the officer in charge of the polling station shall be treated as invalid.

23. Voting.

- The elector shall record his vote in accordance with the guidelines issued by the Returning Officer.

24. Recording of votes of illiterate or disabled elector etc.

- If an elector is unable to cast his vote in the manner fixed by the Returning Officer, due to illiteracy, blindness or by reason of any physical or other disability he may cast his vote by the hand of any person duly authorised by him and such person shall sign a declaration as to the incapacity and the fact of his having been requested by the elector to cast his vote on his behalf and the vote shall be marked by him in the presence of the elector.

25. Closing of ballot box.

- The officer in charge of the polling station shall seal the ballot box immediately after the close of the poll.

26. Procedure of counting.

- The scrutiny and counting of vote shall be conducted by the Returning Officer or the officer authorized by him on the date and time fixed for the scrutiny and counting of votes. No person shall be present at the scrutiny and counting except the Returning Officer or the officer authorized, the candidate Trade Union(s) and not more than one representative of each candidate Trade Union appointed by it in writing and approved by the Returning Officer or officer authorised. The ballot box shall be opened by the Returning Officer or the officer authorized by him at the time fixed for counting.

27. Manner of recording votes.

- Every elector shall on receiving the ballot paper, make the mark 'X' or affix the seal as the case may be on the ballot paper against the name of the Trade Union for which he desires to vote and deposit the same in the ballot box.

28. Ballot paper when rejected.

- (1)The ballot paper other than those rejected shall be mixed together and then opened in the presence of the Returning Officer. He shall then proceed with the scrutiny of the ballot papers.(2)The Returning Officer shall reject the ballot paper as invalid on any one or more of the following reasons, namely:-(i)if it does not bear the signature of the officer in charge of the polling station;(ii)if the voter signs his name or writes any word or makes any mark by which the identity of the voter becomes recognizable;(iii)if the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which Trade Union the vote has been cast; or , -(iv)if the voter has voted for more Trade Unions than the number required to be elected.(3)On every ballot paper so

rejected under sub-rule (2), the Returning Officer shall record the word "Rejected" stating the grounds of rejection and keep such rejected papers in a separate packet.

29. Recounting.

(1) Any Trade Union or its election agent may, at the time of counting votes, request the Returning Officer to re-examine or recount the ballot papers of all or any of the candidate and the Returning Officer shall forthwith re-examine or recount the same accordingly, (2) The Returning Officer may on the request of any candidate and on being satisfied of the necessity, recount the votes,

30. Declaration of results.

- As soon as the counting is over, the Returning Officer shall announce the number of votes secured by each Trade Union and categorize the Trade Unions as per the provisions of the Act.

31. Record of election.

- The Returning Officer shall prepare a record showing the details of, - (a) the number of ballot papers received by the officer in charge of the polling station; (b) the number of ballot papers issued; (c) the number of voters who voted; (d) the number of ballot papers rejected; (e) the number of valid votes; (f) the number of invalid votes; and (g) the number of votes obtained by each Trade Union.

32. Election dispute.

- Complaints and objections to election shall be made in writing and shall be forwarded to the Registrar along with a fee of rupees two hundred and fifty for considering the objection so as to reach him within seven days after the declaration of the results of the election.

33. Preservation of election papers.

- The nomination papers, ballot papers, declaration papers and the ballot paper covers shall be preserved in the office of the Registrar for a period of three years or till the termination of any election disputes whichever is later.

34. Date of effect of the results of election.

- The results of all elections shall be published and such results shall take effect from the date of publication.

35. Appeal.

(1) An appeal under sub-section (1) of Section 7 shall be preferred to the appellate authority specified by the Government by notification in the Official Gazette. (2) Every appeal under sub-rule (I) shall be

preferred in Form II and signed by the appellant or his authorised agent and presented to the Appellate Authority in person or sent to him by registered post.(3)The Appeal memorandum shall set forth concisely under distinct heads with the grounds of appeal. It shall be accompanied by the original order or a certified copy of the order appealed against and a Treasury chalan showing that the prescribed fee as specified in sub-rule (4) has been paid in the Head of account maintained for the purpose.(4)The fee for an appeal preferred by an employer or a Trade Union or an elector shall be 500.(5)The procedure to be followed by the Appellate Authority when hearing appeals under sub-section (I) of section 7 shall be summary. he shall record briefly the evidence adduced before him and then pass orders giving his reasons thereof within thirty days from the date of receipt of the appeal. It shall be final and binding on both the parties.

36. Granting of certificate of recognition to the Trade Union.

(1)On the basis of the certificate for recognition issued by the Registrar. under section 5, the employer of an industrial establishment or a class of industry as the case may be, shall grant recognition to the Trade Union. as sole bargaining agent or principal bargaining agent or constituent of the joint bargaining council in the industrial establishment or class of industry as the case may be as suggested by the Registrar, in Form F.(2)The certificate referred in sub-rule (1) shall be granted within seven days from the date of receipt of certificate for recognition from the Registrar. As soon as the certificate is issued, it shall be communicated to the Registrar in writing with the details of the name and address of the trade union, number and date of its issue etc. by the employer of the industrial establishment or the class of industry as the case may be. On receipt of the communication regarding issue of the certificate, necessary entries have to be made in the Register maintained by the Registrar.

37. Manner and conditions under which the Trade Unions may raise issues.

(1)Issues if any shall be raised in writing by recognized Trade UnionS to the employer of the industrial establishment or the class of industry in the local area as the case may be, for which the said Trade Union is recognized.(2)If any issue is raised, the employer of the industrial establishment or the class of industry of a local area as the case may be, shall convene a meeting of the Trade Union or the parties concerned as early as possible and resolve the issue.(3)If, in the course of the discussion, a settlement is arrived at, the employer shall prepare the settlement in the form of a Memorandum specified in Form Fill of the Kerala Industrial Disputes Rules, 1957 and forward the same to the Conciliation Officer appointed under the Industrial Disputes Act, 1947 (Central Act 14 of 1947) of the area concerned.(4)If no settlement is arrived at, in the course of the discussion, the parties shall have the right to deal with and redress their grievances under, the provisions of the Industrial Dispute Act, 1947 (Central Act 14 of 1947).

38. Collection of membership fee, subscription or any other dues from the members of the trade union.

- The recognized Trade Unions shall have the right to collect their membership fee and monthly

subscription as per the bye-laws made under the Trade Unions Act, 1926 (Central Act 16 of 1926).

39. Returns by recognized Trade Unions.

- Every recognized Trade Union shall submit annual returns as provided under section 28 of the Trade Unions Act, 1926 (Central Act 16 of 1926).

40. Manner in which union activity shall be permissible.

- Subject to the provisions of section 10 every employer of an industrial establishment or a class of industry in a local area as the case may be, shall provide all reasonable facility to the recognized Trade Unions to exercise their rights under the Act. Form A [See Rule 5(1)] Application for Certificate of Recognition

1. I, President/General Secretary of (here enter the name and address of the Trade Union) registered under the Trade Unions Act, 1926 (Central Act 16 of 1926) having Registration No. (here enter the Registration No.....of the Trade Union) hereby apply for the certificate for recognition of Trade Union in the industrial establishment/class of industry in a local area.....(here enter the name and address of the industrial establishment or the class of industry as the case may be) under sub-section (1) of section 4 of the Kerala Recognition of Trade Unions Act, 2010 (Act 16 of 2010).

2. Total No. of membership in the Trade Union as per the membership register :
3. Details regarding the earlier recognition, if any :
4. If recognised earlier, whether its recognition has been cancelled or withdrawn :
5. If cancelled or withdrawn give details with reasons for the same :
6. Details of other registered Trade Union(s) in the industrial establishment/ class of industry :

SI. No.	Name and address of the Trade union(s)	Registration No. under the Trade Unions Act, 1926	Recognized or not	If recognized, status of recognition (Sole bargaining agent/ Principal bargaining agent/ Constituent of a joint bargaining council)	Year of recognition	percentage of votes secured

7. Full postal address to which communications relating to the Trade Union should be sent :

8. Amount of fee Rs.....(in figures and words)

paid in District/Sub-Treasury.....on.....vide Chalan

No.....(Original copy to be enclosed)DeclarationI hereby declare that the information furnished above are true and correct to the best of my knowledge and belief

.Signature(President/General Secretary)(Office Seal of the Trade Union)For Office Use

1. Date of receipt of application in the office of the Registrar :

2. Nature of order passed by the authority :

3. No. and date of certificate for recognition issued :

Dated signature of the RegistrarForm 13[See Rule 6 (1)]NoticePlace:Date:I

.....(here enter the designation and jurisdiction of the officer) Registrar under the Kerala Recognition of Trade Unions Act, 2010 (Act 16 of 2010) hereby inform that an enquiry envisaged under section 4 read with sub-rule (1) of rule 6 of the Kerala Recognition of Trade Unions Rules, 2011 will be held onatA.M./P.M. in my office(here enter the date, time and name of office) for determining whether

1.

2.

3.

4.

.....(here enter the name and address of the Trade Union/s submitted the application for certificate for recognition) fulfils the conditions laid down in section 4 of the Act, to proceed further under the Act.The following document (s) may also be produced for inspection / verification:-

1.

2.

3.

4.

5.

6.

Registrar (Designation of the Officer) To (Name and address of the Trade Union/Employer) Form C [See Rule 7 (1)] Register of Trade Unions

Sl. No.	Name and address of the Trade Union(s)	Registration No. under the Trade Unions Act. 1926	Name and address of the industrial establishment/class of industry	Date of application for recognition	
(1)	(2)	(3)	(4)	(5)	
	Details of payment of fee (Amount. Name of Treasury Date and No. of Chalan)	Date of Recognition	Nature of recognition (Sole bargaining agent/Principal bargaining agent/Constituent of a joint bargaining council)	Percentage of votes secured	Signature of the Registrar
(6)		(7)	(8)	(9)	(10)

Form D [See Rule 8 (1)] Certificate For Recognition of Trade Union No. It is hereby certified that..... (name of the trade union) have complied with the provisions of the Kerala Recognition of Trade Unions Act, 2010 (Act 16 of 2010) and the Kerala Recognition of Trade Unions Rules, 2011 as a Sole bargaining agent/principal bargaining agent/Constituent of the Joint bargaining council. Hence, it is directed to grant certificate of recognition in favour of (here enter the name and address of the Trade Union with Registration No. under the Trade Unions Act, 1926) as recognized as Sole bargaining agent! Principal bargaining agent/Constituent of the Joint bargaining council in the industrial establishment/a class of industry in a local area (here enter the name and address of the industrial establishment/class of industry in a local area as the case may be). -Dated this on the..... day of 20..... Place: Dated Signature of the Registrar (Office Seal) Form E [See Rule 35 (2)] Appeal Memorandum Before the Appellate Authority appointed under sub-section (1) of section 7 Name(s) of Applicant(s) Name of Opposite Party (s)

1. I/We hereby file an appeal under sub-section (1) of section 7 against the order of the Registrar (here enter the name and address of the Registrar) against the order No. and dated regarding (Original Copy/Certified copy enclosed).

2. (Give a brief description of the case):

3. (Para wise description of the. issue):

4. (Brief description of the grounds for appeal)

(a)(b)(c)(d)5. Relief sought:

6. Details of the fee paid :

DeclarationI/We hereby declare that the information furnished above are true and correct to my/our knowledge and belief. I/We further declare that I/We have not filed any appeal or revision previously in the same matter.Dated this on the..... day ofof 20.....AppellantInstructions

1. The appeal would be accompanied by the order appealed against in original or by a certified copy thereof unless the omission to produce such order or copy is explained to the satisfaction of the appellate authority and by proof of payment of the fee paid for filing appeal.

2. The appeal or application should set forth concisely of under distinct heads and the ground of appeal without any argument or narration and such grounds should be numbered consecutively.

3. Appeal shall be filed within three months from the date of receipt of the original order.

Form F[See Rule 36(1)]Certificate of Recognition of Trade UnionNo.....It is hereby certified that(here enter the name and address of the Trade Union) has been recognized as Sole bargaining agent/Principal. bargaining agent/constituent of the Joint bargaining council in the industrial establishment/class of industry(here enter the name and address of the industrial establishment/class of industry as the case may be) under the Kerala Recognition of Trade Unions Act, 2010.Dated this on theday of..... 20.....Place:Dated signature of the employer(Industrial establishment/Class of industry)(Seal)