



Through e-Mail

**OFFICE OF THE COMMISSIONER OF LABOUR  
ANDHRA PRADESH :: VIJAYAWADA**

**Memo No.H2/1995542/2018**

**28  
Dated: -11-2018**

**Sub:-**Trade Unions Act, 1926 - Registrations - Registration of State wide Trade Union under Trade Unions Act, 1926 - Certain Instructions Issued - Reg.

**Ref:-**This office memo no.L1/7296/2012, dated:24-07-2012.

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The attention of all the Joint Commissioners of labour/Deputy Commissioners of Labour and Asst. Commissioners of Labour in the State is invited to the reference cited, wherein it has been informed that the registration of trade unions which are operating beyond one zone shall be done in the Head Office. Similarly the registration of State wide Trade Unions will also be done in the Head Office. Accordingly, applications received for State wide Trade Union Registrations are being forwarded to the JCLs/DCLs/ACLs for necessary verification before processing them for registration under Trade Unions Act, 1926.

Whilesomost of the JCLs/DCLs/ACLs are not verifying the applications as required, defeating the very purpose, particularly the proof of employment of workers and their union membership. It is also noticed that they are simply obtaining the signatures of the union members and collecting the copies of Aadhaar Cards of workers which cannot be considered as the proof of employment.

Hence, all the JCLs/DCLs and ACLs in the State are informed to verify the Application for Trade Union Registration by keeping the following in mind and furnish the report.

- (1) The verification officer shall verify the proof of employment and collect the copy of the I.D Card (Employment Card) issued by the employer. The copy of I.D Card (Employment Card) shall be signed by the worker / employee and it shall be attested by the concerned verification officer.
- (2) Where employment cards are not produced by the employee/worker, the verification officer shall verify the correctness of employment status as claimed by the worker and then after satisfying himself/herself, the verification officer shall certify the employment of the worker/employee.

- (3) Where the worker claimed that he is employed in Building and Construction work or any unorganised sector, the verification officer may collect the copy of I.D. Cards issued under AP Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and forward the same as proof of employment. Where such I.D. Cards are not produced, the verification officer has to ascertain whether such worker is employed in Building & Construction Work and in case the verification officer is satisfied that the worker is employed in Construction work, he may certify the employment of the worker and submit the report.
- (4) The verification officer shall also verify whether the worker is the member of the union or not as claimed by the union. In this connection, the verification officer shall collect the individual statement of confirmation from the workers/employees in the following proforma and it shall also be attested by the verification officer.

**Statement of confirmation on Union Membership**  
**(The confirmation to be obtained by DCL/Verification officer)**


I, Sri/Smt. \_\_\_\_\_, S/o./  
W/o.-----working as(Designation)-----EMP.IDNo-----  
in(Name of the Establishment/Industry)-----,have joined in  
(Name of the union) ----- on - -2018 as member and confirm  
my signature in general body dated:----- and still I am continuing as  
member of the same union.

Signature

Place:

Date:

Therefore, all the JCLs/DCLs and ACLs are requested to follow the above instructions scrupulously while sending the verification reports.

  
Addl. Commissioner of Labour

To

All the Joint Commissioners of Labour / Deputy Commissioners of Labour and  
Asst. Commissioners of Labour in the State.

