

Registration No. 17519/87

(Collective forum of officers of GAIL (India) Limited

Clear Conscience • Courageous Heart • Inquiring Mind • Questing Spirit

1. **PREAMBLE** :

We, the officers of the GAIL (India) Limited formerly known as Gas Authority of India Limited, unanimously resolved to form an association with aims and objectives mentioned below do hereby adopt and give to ourselves the following constitution :

2. NAME OF THE ASSOCIATION :

The name of the Association shall be the "GAIL OFFICERS ASSOCIATION "

3. AIMS & OBJECTIVES :

The aims and objectives of the Association are as under:

3.1 To render loyal and committed service to the GAIL(India) Limited (hereinafter referred to as the Company) and to safeguard the interest of GAIL and the Nation.

3.2 To establish and maintain rapport between the officers of the Company.

[Handwritten signature]

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3.2 To establish and maintain rapport between the officers of the Company.

[Extensive handwritten notes and signatures follow, including:]

- S. Ramani
- Eldho T. Mathan
- A.K. Srinivasan
- (D.B. SAHOO)
- G. RAGANNA
- Ramcharan
- (Asish Varshney)
- S. Smit
- Milindkar
- R.K. Bhat
- Bandey
- (V.K. Chaturvedi)
- Kumar Ravi
- (KUMAR RAMUL)
- Sushila
- Sr Naitik
- Poonil
- (B.M. Rajaram)
- Talwar
- T K Nair
- A. Aravind
- H. H. H.
- (S.K. 7140)
- (U.S. Pandey)
- (J.P. Menon)
- AS
- AKR
- Nabber

expeditious disposal of officials as well as personal matters in line with the latest management techniques.

3.8 To secure dignity, equality and harmony with the management and to act as liaison between members and the management.

3.9 To seek cooperation and/or fraternity with similar associations in India having similar objectives.

[Handwritten signatures and names follow, including: S. Ramani, Eldho P. Mathew, A.K. Prasad, P. K. Patel, Bhandari, Khatmresh, V.K. Chatterjee, Kumar Ravi, Ramay, S. K. Navik, B.M. Rajaram, T. P. Sankar, and others.]

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3.10 To do all things necessary or expedient and to take any action which is incidental or conducive as to the attainment of any one or all the objectives mentioned above.

4. MEMBERSHIP :

4.1 The Membership of the Association shall be open to all the officers of the GAIL (India) Limited, except those appointed on contract or on advisory capacity.

4.2 Each member of the Association shall be deemed to have read, understood and accepted the constitution rules and bye-laws of the association as may be in force from time to time.

4.3 The annual subscription for each member will be decided by CEC from time to time (presently Rs.500/-), from the year the officer enrolls himself as member. The collection would be done by the office from where the salary is disbursed/local association unit.

4.4 Each member shall sign the authorization letter in favour of the Association for deduction of yearly subscription from the salary.

4.5 Membership shall be automatically terminated :

Small Group
Eldho T. Mathew
AK Sivaraman
(D.B. Sankar)
Bee
P. Venkateshwar
Ramesh P
G. Raghava
A. Srinivas
(A. Srinivas Varma)
Bollen
B. K. Sankar
Bandy
Bhatnagar
(V. K. Chatterjee)
Kumar Rakesh
(Kumar Rakesh)
Sankar
S. K. Nair
A. Srinivas
(A. Srinivas)
Kumar Rakesh
(Kumar Rakesh)
Kumar Rakesh
(Kumar Rakesh)

4.5.1 Upon resignation or death of the member or when the member ceases to be an officer of the Company.

4.5.2 If the subscription of the officer ordinarily remains in arrears for a period exceeding two years and not regularized even after a written notice. However, if the subscription goes into the arrears for over three years owing to a members long illness or his being away from the country or by ignorance, the Central Working Committee (CWC) may consider the continuity of the Member provided the subscription arrears is paid immediately.

4.5.3 As stated in clause 4.5.1 above in the event of arbitrary separation of a member from the services of the company, the CWC may on a written request from such a member continue his membership until such time it is decided that the separation is just & fair.

4.6 A member shall be expelled temporarily or permanently from the Association and have his name removed from membership of the Association if in the opinion of CWC such a member has :

arbitrary separation of a member from the services of the company, the CWC may on a written request from such a member continue his membership until such time it is decided that the separation is just & fair.

4.6 A member shall be expelled temporarily or permanently from the Association and have his name removed from membership of the Association if in the opinion of CWC such a member has :

- 4.6.1 Intentionally done any act of commission liable to injure the credit and good name of the Association ; or
- 4.6.2 Conducted himself in a manner which is unbecoming to a member of the Association; or
- 4.6.3 Act against interest of the Association.

Provided that the said members shall be given 15 days notice by the CWC of the proposal to expel him and thereby enabling him to offer his explanation in writing which shall be placed before the CWC for consideration and decision to be taken thereafter.

- 4.7 If a member is expelled temporarily, he shall be eligible for readmission on a fresh application and payment of arrears subject to the approval of CWC.

5. REGISTER OF MEMBERS :

- 5.1 The Association shall keep a Register of all its members containing their names and designations. This Register shall be updated from time to time.

[illegible]

5.2 The register shall be open for inspection by any member during the normal working hours of the office of the Association.

6. OFFICE OF THE ASSOCIATION :

The Central Office of the Association shall be situated at any major work center of the Company (presently at Noida (U.P.) with Branch offices at different work centers.

7. ORGANISATION AND FUNCTIONS :

The association shall consist of local units, Central Executive Council (CEC) & Central Working Committee (CWC)

7.1 The officers posted at one station irrespective of their work centre shall elect office bearer of the local unit. The strength of the local unit will be as under :

Membership Strength	No of Office Bearers	Office Bearers
Upto 100	Upto 8	President, General Secretary, Joint Secretary, Treasurer, CEC

7.1 The officers posted at one station irrespective of their work centre shall elect office bearer of the local unit. The strength of the local unit will be as under :

Membership Strength	No of Office Bearers	Office Bearers
Upto 100	Upto 8	President, General Secretary, Joint Secretary, Treasurer, CEC

(The following names are handwritten signatures and names associated with the document, including: S. Ramakrishna, Eldho T. Mathew, Gm. Lender, Ramday, Khobravada, Kumar Rishi, (KUMAR RASHI), Sushil, S. Nair, (U.S. Rajanna), (B. M. Rajanna), (A. K. S.), Kumar, (I. P. S.), and others.)

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		Members, Executive Members
101 to 300	Upto 10	President, Vice President, General Secretary, Joint Secretary, Treasurer, CEC Members, Executive Members
301 to 750	Upto 15	President, Vice President, General Secretary, Joint Secretary, Treasurer, CEC Members, Executive Members
751 and above	Upto 30	President, Vice President, General Secretary, Joint Secretary, Treasurer, CEC Members, Executive Members

The President, Vice President and General Secretary of the GOA Units will deal with the issues / problems pertaining to their respective units which are in the interest of the officers and of the organization and will raise such issues with the Management.

7.2 CENTRAL EXECUTIVE COUNCIL (CEC) :

The Central Executive Council shall be the supreme body of the Association and shall decide all the matters and will guide the CWC in regard to the issues to be taken up with Management and if required with all other external authorities/government. The CEC shall have final say in any of the matter brought before it.

[illegible]

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CEC shall consist of members representing the different units. The strength of representatives of different units in CEC will be as under, however in special circumstance this number can be hiked by CEC resolution.

Membership Strength of the Unit	No of CEC Members
Less than 50	1
51 to 100	2
101 to 300	3
301 to 500	5
501 to 750	8
751 and above	12
Ex-officio	President and General Secretary of the outgoing CWC, to maintain the continuity.

7.3 CENTRAL WORKING COMMITTEE (CWC)

The Central Executive Council shall elect from amongst its members, the President and General Secretary stationed at any office of the Company and who shall nominate the following office bearers of the CWC as per need of the Association activities:

S. Ramani
 Eldho T. Mathew
 A. K. Srinivasan
 (D. B. SAHOO)
 G. RAJANNA
 K. Raman
 U. S. Panley
 (A. S. Panley)
 (B. K. S.)

8. ELIGIBILITY, TERM & ELECTIONS OF THE COMMITTEE:

8.1 Any member of the Association and having no arrears payable to the Association shall be eligible for contesting the election for local committee.

All eligible members stationed at a particular place will form the electorate for electing their local committee. The elections shall be conducted by an independent returning officer, to be appointed by the outgoing committee. However, the detailed circular in regard to elections shall be issued by the CWC.

Presiding officer nominated by the outgoing body, (he should not be CEC member), shall arrange for the election of new CWC by the newly elected CEC members immediately after elections at all units but not later than one month of the elections/ in case of delay due to unforeseen circumstances the existing body will continue till new body is elected.

8.2 The office bearer would cease to be an office bearer of the local/central committee to which he was elected, if the members pass a no confidence motion against him by the 2/3rd of electorates.

8.3 The term of the office of the CEC/CWC and location units shall be for a period of two years beginning

S. Ramall
 George
 Eldho T. Mathur
 AK Srinivasan
 P. K. RAO
 Baney
 Kamlay
 Hosh
 (D. B. SAHU)
 (Khatmudi. Misindal)
 (V. K. Chaturvedi)
 Kumar Rani
 (Kumar Rani)
 Sundel
 SK Nanda
 Alamele
 (B. M. Rajanna)
 (A. S. Varma)
 (U. S. Pandey)
 (B. K. G.)
 Ashok
 Balan

preferably from month of May for a period of two years from the date of election of new body, in case the elections are delayed due to unforeseen circumstances, the existing CEC/CWC would continue.

9. The meeting of the CEC shall be held atleast four times during the terms of two years, preferably at different work places of the company subject to the general consensus of the CEC.

General body meetings of the units should also be arranged by the Executive Committee of that unit for at least four times during the terms of two years.

The quorum for any CEC/CWC/Local Unit executive meeting or any general body meeting shall be 30% of the total members of that body. However, no quorum is required for an adjourned meeting.

The CEC/General Body may be requisitioned on demand by a minimum of 30% of the members. If within half an hour after the time appointed for such a requisitioned meeting there is no quorum, the meeting shall be dissolved. If President or General Secretary of the particular committee fail to convene meeting within 10 days from the requisition received from 30% of members, then the Members who requisitioned the meeting can call and hold the meeting

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themselves and the decisions so taken by them will be final and binding on that Committee/Body.

The President of concerned body shall ordinarily preside over the meeting and shall have right of casting vote. In the absence of the President the Vice President shall conduct the proceedings. In the absence of both the president and vice president, the senior most office bearer shall conduct the proceedings provided that such meeting is conducted in the exigency of matter.

The General Secretary/Joint Secretary shall record the minutes in the minute's book which shall be confirmed and signed by all the office bearers present in the respective meeting.

10. FUNDS :

Funds of the Association shall be raised by:

10.1 GOA shall raise fund through collection of membership fee, Annual Subscription, donations, Special contributions, levies, penalties, interests etc. and maintain account of Receipts and Expenses.

10.2 Funds shall be maintained at two levels namely - Unit Level Fund and CWC Fund. Unit level fund shall be

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10.2 Funds shall be maintained at two levels namely - Unit Level Fund and CWC Fund. Unit level fund shall be

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maintained by treasurer of the unit and Central Fund shall be maintained by Treasurer, CWC GOA.

10.3 CWC Fund has been established from January 1999. All units have to contribute 100% of fund collected in the name of CWC Fund and 50% of annual subscription collected at Unit Level. The contribution for the Association Fund shall be raised by:

A) Rs.500/- as Annual Subscription.

B) Special contribution or levies from members as may be decided by the CEC or by the CWC;

C) Donations.

The funds of the Association shall be deposited in an account with a Scheduled Bank approved by the concerned committee. The bank account shall be operated by a minimum two of the office bearers so decided by the concerned committee.

The concerned committee shall at its discretion limit up to Rs.5000/- the cash balance which may be held by the Secretary/Treasurer to meet sundry expenses of the Association.

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The concerned committee shall at its discretion limit up to Rs.5000/- the cash balance which may be held by the Secretary/Treasurer to meet sundry expenses of the Association.

[Handwritten signatures and names follow:]

Eldho T. Mathew
K. A. Srinivasan
(D.B. SAHOO)
G. RAJANNA
S. KAVAIK
Rambai
Sam. Paul
Muthudevi
Ish. (B.K.S.)
Thiruv.
(P. V. THIRU)

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The fund of the Association shall not be spent on any purpose other than the following:

- i) The payment of salaries allowances & expenses to staff of the Association, if any.
- ii) The payment of expenses for the day to day working/administration of the Association including travelling expenses, audit of the accounts of the Association.
- iii) Ex-gratia payments to members or their dependents/ wives and/or children on account of death, old age sickness, accident or unemployment of such member, if approved by CEC.
- iv) Publication of periodicals or magazines or portals featuring particularly the interest of the Associations and its members.
- v) Payment for any other expenses for the purpose of safeguarding or protecting the rights and interests of the association and its members.
- vi) Any other payment in the interest of the association found necessary by local body/CEC/CWC.

featuring particularly the interest of the Associations and its members.

v) Payment for any other expenses for the purpose of safeguarding or protecting the rights and interests of the association and its members.

vi) Any other payment in the interest of the association found necessary by local body/CEC/CWC.

11. ACCOUNTS:

The concerned committee shall maintain accounts of all the sums of money received and expended.

- a. The books of accounts shall be kept by the Treasurers and shall be open to inspection by any member at any reasonable/working time as decided by local/ central committee.
- b. The accounting year for the association shall be from 1st April to 31st March, each year.

The Treasurer of the concerned committee shall be responsible for all the financial matters. He shall maintain proper accounts and prepare the annual statements of accounts. Any major expenses shall be approved by the concerned committee before actually spent. The President / General Secretary and Treasurer of central/local committee shall be responsible and empowered to meet the requirement of funds for routine expenses. Each voucher shall be verified by the office bearer who has spent the money through that voucher.

The Statement of Accounts and Balance Sheets shall be audited each year by external/internal auditors (who are not member of any committee of the Association), but are

shall be responsible and empowered to meet the requirement of funds for routine expenses. Each voucher shall be verified by the office bearer who has spent the money through that voucher.

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nominated by the CWC/Local Units for auditing the Accounts.

The annual income and expenditure accounts and balance sheet of the association shall be presented to the General Body of Local Unit/CEC as the case may be within three (3) months of the close of the Accounting Year.

12. AMENDMENTS/REPEAL: Amendments and/or alternations or repeal to the constitutions/bye-laws may be done only after the approval of the Central Executive Council (elected by members of local bodies), with 2/3rd majority in each case.

13. DISSOLUTION OF ASSOCIATION:

The Association can be dissolved if 75% of the members of all constituent units wish it so in general body meetings and pass a resolution to this effect.

After the dissolution the assets and liabilities of the Association shall be disposed of in the manner decided by the General body.

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After the dissolution the assets and liabilities of the Association shall be disposed of in the manner decided by the General body.

S. Ramani
Eldho T. Mathew
AK Srinivasan
(D.B. SAHOD)
G. RAJANNA
(P.Venkateswara)
U.S. Narayan
(B.M. Rajaram)
Asis Verma
(S.K. Singh)
Ajay Khatia

Rajinder
R. K. Bhat
Pardeep
(V.K. Chakravarti)
Kumar Rahul
(KUMAR RASOY)
Sudhakar
SK Nair
Alexander C.
(A. ASHOK)
Arjun
(T.B. K. S.)
Kumar
(S.V. Thiruv)

U.S. Pandey
(U.S. Pandey)
At
(K. S. S.)
Ketan

BYE - LAWS

1. The CEC shall be the sole authority for the interpretation of the Constitution and Bye-Laws.
2. The term 'Officer' mentioned in the Constitution shall include all officers of the GAIL (India) Limited formerly known as Gas Authority of India Limited.
3. The term Association means GAIL Officers Association (GOA).
4. The 'Company' means the GAIL (India) Limited including all its offices.
5. 'Government' includes the Administrative Ministry of GAIL under the Government of India.
6. The Association shall have no link with any political party of any nature whatsoever.
7. CWC shall be competent to decide about any legal action or financial assistance to be given to any Member of the Association.

[Handwritten signatures and notes below the Bye-Laws section:]

[Left side signatures:]
 S. Ramani
 A. K. Srinivasan
 (D. B. S. A. H. W.)
 (P. Venkateswara)
 Ramani
 (A. S. S. V. A. I. Z. A. Y.)
 (A. S. S. V. A. I. Z. A. Y.)
 (A. S. S. V. A. I. Z. A. Y.)
 (A. S. S. V. A. I. Z. A. Y.)

[Middle side signatures:]
 Eldho I. Mathew
 A. K. Srinivasan
 (D. B. S. A. H. W.)
 (P. Venkateswara)
 Ramani
 (A. S. S. V. A. I. Z. A. Y.)
 (A. S. S. V. A. I. Z. A. Y.)
 (A. S. S. V. A. I. Z. A. Y.)
 (A. S. S. V. A. I. Z. A. Y.)

[Right side signatures:]
 Smilender
 R. K. B. S.
 Pandey
 (P. R. K. S. K. U. M. A. R.)
 (K. H. C. H. O. T. M. A. L.)
 (U. S. P. A. N. D. E. Y.)
 (B. M. R. A. J. P. A. N.)
 (A. S. S. V. A. I. Z. A. Y.)
 (A. S. S. V. A. I. Z. A. Y.)
 (A. S. S. V. A. I. Z. A. Y.)
 (A. S. S. V. A. I. Z. A. Y.)

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8. Any Officer holding an office in local Unit / CWC, can not hold an office in any other Association/Union formed in the GAIL (India) Limited. *P. Me*

220082W8
Eldtho T. Mathew

Amber
(81C Grantam)
Grant
R.K.P.

~~1. asw for for for~~
(F. KARTHIKEYAN)

Kri
 A K Grimshaw
 [Signature]
 (D. G. 24400)

Bardey
(Khatunmehr)
(V.K. Khatunmehr)

Rambai

G. RAJANNA
(PERANI)

Yusuf Rahel
(Yusuf Rahel)

U.S. Pandey

Sundub
Sik Naitik

Handwritten:
Handwritten:

Ant
Nelson

В. Зорин
(К. ГОРЬКАЯ)

Paul
(B. M. RASPARA)

138
(13 K. 8)


Ans
(Asien Völkern)
S. Name

Paul
Ad
(ASR only)

By
(P. Venkateswarlu)

Ser. 1413
 (K.N. Day)

Mike
(L.H. Tracy)


S.S. Rana
Kumar
Omni
(A.R. Rana)

Kamden Ln
Lisp

Mr. Than Nahn
(Ayungalel Calio)

A. ~~Arif~~
M. A. KHAN

S. S. S.