

## WELFARE COMMITTEE

### INSTRUCTIONS ON WELFARE COMMITTEE IN ARMY UNITS/ESTABLISHMENTS

2009

1. **Applicability :**

- (i) These instructions are applicable to : -
  - (a) All the Army units/estts where trade union activities are allowed but Works committee cannot be formed under ID Act.
  - (b) Military Hospitals, Training Establishments and all other army units/estts (where trade union activities are restricted under the Army Act, 1950) having more than 15 Defence Civilian employees.

2. **Aims of Welfare Committee : -**

- (i) To provide a platform to the civilian employees to ventilate their grievances before the, OC installation or Head of the Establishment and to seek redress of the same.
- (ii) To evolve measures for securing and preserving amity and good relations between the employer and employees.
- (iii) To increase efficiency of the service combined with the welfare of the civilian employees

3. **Scope of Welfare Committee :**                      The Welfare Committee shall be competent to deal with questions relating to : -

- (i) Utilization of ideas, ability and experience of the employees.
- (ii) Affording to the workmen a greater share in and responsibility for the determination and observance of the conditions under which they discharge their duties.
- (iii) Progressive improvement of office machinery of work etc.
- (iv) Consideration of general grievances and individual grievances regarding working conditions.
- (v) Welfare matters, namely provision of arrangements for meals, drinking water, lavatories, washing arrangements, cloak rooms, ventilation, heating, lighting, sanitation, safety measures, first aid etc.
- (vi) Administration of Labour Welfare Fund.

4. **Composition of Welfare Committee and Procedure for Selection of its Members**

(A) **Army units/estts where trade union activities are allowed but works committee cannot be formed under ID Act :-**

(I) **Composition :-**

(a) The committee shall consist of not more than 6 (six) members, not more than 50% of whom shall represent the administration and the remaining the employees.

(b) The person against whom any disciplinary action/criminal proceedings are pending will not be eligible for nomination/election.

(II) **Selection of members for Welfare Committee :-**

(a) The representatives of the administration shall be nominated by the OC of the Unit/Head of the Estt.

(b) The representations of employees shall be appointed adopting the following procedure :-

(i) OC Unit may seek nomination in the prescribed performas as per **Annexure AI** from the existing unions/Association in that unit for the Welfare Committee. However, it is mandatory that the nominee (from Union) has to be an effective employee of the unit.

(ii) In a unit where there are more than one Union/Association, OC unit may either give equal representation to all unions/Association or by rotation of nomination between unions/Association, depending on circumstances.

(B) **Army units/estts where trade union activities are restricted under Army Act, 1950 like Military hospitals etc :-**

(I) **Composition :-**

(a) The Committee shall consist of not more than 6 (six) members, not more than 50% of whom shall represent the administration and the remaining the employees.

(b) The person against whom any disciplinary action/criminal proceedings are pending will not be eligible for nomination/election.

(II) **Selection of Members for Welfare Committee :-**

(a) The representatives of the administration shall be nominated by the OC of the Unit/Head of the Estt.

(b) The representatives of employees shall be selected/nominated by the employees employed in the army Unit/Estt. In case the number of nominations received is more than the required number of representatives. The procedure for holding election is given in **Annexure BI**

(C) **Chairman of the Committee** The Committee will function under the Chairmanship of the OC/CO Unit/Estt or head of the Estt or by his Deputy in his absence.

## 5. **Meetings**

(a) The meeting of the Welfare Committee should be held once in two months for which a notice, giving sufficient time, should be sent to the members not less than ten days before of the date of the meeting.

(b) The chairman of the meeting shall fix the date for next meeting of the Committee considering the suitability of all members.

(c) A special meeting of the committee may be called by the chairman of the committee on his own or on receipt of a written request from at least two representatives of the employees. A notice of such a meeting shall be sent to the members not less than 3 days before the date of meeting.

(d) For proper functioning of the Welfare Committees in the Unit/Estt, it is necessary that the employees' representatives of the Welfare committees are given due regard and should be allowed justifiable time to express their points of view on the problems/grievances of the civilian employees who are working in the Unit/Estt.

### (e) **Holding of Meeting : -**

(i) All meetings of the committee shall be held during working hours.

(ii) The presence of two members from each side is necessary to form a quorum.

(iii) The representative of the employees shall be deemed to be on duty while attending the meeting.

(f) **Facilities for Meeting** The OC/CO shall provide accommodation for holding meetings of the Committee. He shall also provide all necessary facilities to the Committee and to the members thereof for carrying out the work of the Committee.

6. **Agenda for the Welfare Committee**

(a) A member desiring inclusion of a subject in the agenda of a meeting will communicate the subject together with a note, where necessary, to the Chairman at least 05 days in advance of the meeting. If any item suggested by a member is not included in the agenda, the member concerned shall be informed of the fact and the reason thereof.

(b) The agenda of an ordinary meeting shall be circulated to the members not less than 3 days before the meeting.

(c) The agenda of a special meeting shall be circulated simultaneously with the notice of the meeting.

(d) Business not on the agenda may only be taken up with the permission of the Chairman.

(e) The progress on all points outstanding from the previous meetings will be intimated to the employees' representatives in the meeting.

7. **Minutes**

(a) The minutes of a meeting will be drafted under the directions of the Chairman and will be circulated to the members of the Committee. Any observation on the minutes, if any, will be communicated by the members to the chairman and same will be discussed in the next meeting.

(b) A copy of the minutes will be sent to the concerned Line Dtes.

8. **Term of Office**

(a) The Term of the Office of the employees representatives of committee shall be two years. The vacancies caused due to posting/transfer of a member will be filled for the unexpired Term.

(b) If in a particular Unit/Estt having 15 or more civilians, it is not found feasible to form a Welfare Committee for some reasons, such a case giving full facts and justifications for not constitution a welfare Committee will referred to Army HQ Ag's

Branch/MP-4 (Civ) (c ), IHQ MoD (Army), New Delhi through departmental channels for approval. After giving opportunity to the Federations of Trade Unions in respect of Units/Estts covered under Industrial Dispute Act, 1947, the Army HQ will communicate the final decision to the concerned units/estts.

9. **Inspection of Welfare Committees :-**

The units will maintain the minutes of the Welfare Committee. Bde/Sub Area Commanders will inspect such “Welfare Committee Minutes Book” during their annual inspection of units and the annual report will include their comments on this aspect.



**Annexure A-I**

**PROFORMA**

Form for nominating employees on the strength of Unit/Estt to Welfare Committee of ----  
----- (Name and address of the Unit/Estt)

To,

OC Unit/Head of Estt

-----

(Name and Address)

**Subject : Nomination of Representative on Welfare Committee of the Unit/Estt**

The details of nomination of the employees on the Welfare Committee of the Unit/Estt is as given under : -

- (i) Full Name : -----
- |            |               |         |
|------------|---------------|---------|
| First Name | Father's Name | Surname |
|------------|---------------|---------|
- (ii) Designation : -----
- (iii) Category : -----
- (iv) Name of Section/Shop : -----
- (v) I Card No : -----

**DECLARATION**

I, Shri/Smt/\_\_\_\_\_ S/o/Daughter of /Wife of \_\_\_\_\_ hereby state that the particulars given above in respect of myself is true and correct to the best of my knowledge and belief. In any event, if it is found that information given by me is false and not correct, my nomination to the Welfare Committee of the unit/Estt shall be stand forfeited with immediate effect.

Signature of the employee

Dated : ( )

Name

Station : Designation

**VERIFICATION**

I, Shri ----- General Secretary of ----- (give full name of the Trade Union/Branch Assn of Recognised Association by MoD) hereby submit the name of Shri ----- Designation -----IC No. ----- of Unit/Estt ----- for consideration for nominating him as representative on the current Term of the Welfare Committee of the Unit/Estt commencing from ---- to -----.

The particulars given by the Shri ----- Designation -----IC No.----- of the unit/Estt has been verified from the record of office and found true and correct. In any event, if it is found that information given is false and not correct, nomination of aforesaid member of the Welfare Committee of the Unit/Estt shall be stand forfeited with immediate effect.

Signature of the Gen Secy of the Trade union/Branch Association of the Recognised Association

( )

Dated : Name

Station : Designation

**PROCEDURE FOR CONDUCTING SECRET BALLOT ELECTION FOR  
NOMINATING MEMBER STAFF SIDE FROM AMONG EMPLOYEES ON WELFARE  
COMMITTEE IN RESPECT OF ARMY ESTABLISHMENT/UNIT/MILITARY  
HOSPITALS/TRAINING ESTABLISHMENTS/AREA RESTRICTED UNDER SRO 17-  
E/STATION HEADQUARTERS**

1. **Electoral Constituencies :-** The Units/Estts/Station Headquarters will constitute a single constituency.

2. **Qualification of candidates for nomination/selection by workers :-**

Any employee with a service of not less than one year in the establishment will qualify to be a candidate for election as a representative of the employees on the Committee.

Provided that the service qualification shall not apply to the first election in an establishment which has been in existence for less than a year.

(Explanation - An employees who has put in continuous service of not less than one year in two or more establishments under the same CO/O of the Units/Estts shall be deemed to have satisfied the service qualification prescribed under this rule)

3. **Qualification for Voters:-** All employees in the establishment are entitled to vote in the election of the representative of employees.

4. **Selection/Nomination of candidates by Employees :-**

(a) The rep of the employees shall be selected/nominated by the employees. The CO/OC of the Units/Estts shall notify specific number of seats to be selected/elected for Welfare Committee and call for the nomination by fixing a date as the closing date for receiving nominations from candidates as per **Annexure 'B-II'**, copies of which shall be supplied by the CO/OC of the units/Estts to the employees on demand.

(b) Each nomination paper shall be signed by the candidate to whom it relates and attested by at least two other voters belonging to the same Units/Establishments/Station HQ and shall be delivered to the CO/OC of the Units/Estts/Station HQ.

5. **Scrutiny of Selection/Nomination Papers :-**



On the day following the last day fixed for filing nomination papers, the nomination papers shall be scrutinized by the CO/OC of the Units/Estts in the presence of the candidates/or his representative. Those which are not valid shall be rejected.

6. **Withdrawal of Candidates Validly Selected/Nominated : -**

Any candidate whose nomination has been accepted may withdraw his candidature within 48 hours of the completion of scrutiny of nomination papers.

7. **Procedure for election** If the number of valid nomination papers is equal to the number of seats, the candidates shall be forthwith declared duly elected. In case the number of nominations received is more than required number of representatives, election will be held as per procedure given below : -

(a) The CO/OC of the Units/Estts Stn HQ shall fix a date for election which shall not be earlier than three days and later than ten days after the closing date for receiving nominations.

(b) The dates so shall be fixed notified at least three days in advance to the employees. Such notice shall be affixed on the notice-board or given adequate publicity amongst the employees.

(c) No Trade Unions/Associations shall be allowed to intervene/interfere in the entire election process.

(d) Employees are not allowed to canvass in any form for their candidate during the working hours and in the premises of the Unit/Estts/Station HQ. They are also not allowed to display any poster/banner in the premises of Units/Estts/Station HQ.

8. **Appointment of Election Officer : -**

(a) CO/OC of the unit may authorize an officer not below the rank of Major as Election Officer. The instruction to the election Officer are enclosed as **Annexure 'B-III'**.

(b) Election Officer will appoint one presiding officer, two polling officer and two counting supervisors to assist him in conduction election. The duties of presiding officer and polling officer are enclosed as **Annexure 'B-IV'**

9. **Ballot Paper : -**

The ballot paper will contain Names, designation and Section of the contesting candidates printed on it.

10. **Voting in Election :-**

- (a) The voting shall be conducted by the election officer.
- (b) The voting of the election will be held from 7AM to 5PM.
- (c) Each candidate contesting for the seat of member in Welfare Committee will be allowed to detail one duly authorized person to remain present at the time of polling of votes and counting of votes. The name of authorized representative of candidate will be submitted to election Officer before commencement of voting and counting.
- (d) Every employee entitled to vote at an electoral constituency shall have as many votes as there are seats to be filled in the constituency:

Provided that each voter shall be entitled to cast only one vote in favour of any one candidate.

11. **Security of Ballot Paper and Ballot Boxes :-** The Election Officer will keep Ballot Paper and Ballot Boxes in his custody.

12. **Counting of Votes and Declaration of result :-** The counting of votes will be completed on the same day of election in the presence of candidates/rep of the candidates and the result of election will be published immediately after counting of votes is completed after the same are perused by the CO/OC Unit.

13. **Custody of votes :-** CO/OC will keep the casted votes (as secret) for a period of 6 months in his custody.

14. **Arrangements for election :-** The CO/OC of the Units/Estts shall be responsible for all arrangements in connection with the election.

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**FORM OF NOMINATION PAPER**

<b>Name of Military Hospital/Training Establishment/Area Restricted under SRO 17-E/Station HQ.</b>	<b>Group/Section/Shop/Department</b>

I nominate ----- (here enter the name of the employees' representative eligible for election) as a candidate for election to the Welfare Committee. He is eligible as a voter in the constituency for which he is nominated.

Date -----

Signature of proposer.

I agree to the proposed nomination.

Date -----

Signature of candidate.

Attested by : (1)

(2)

(To be signed by any two voters belonging to the electoral constituency)

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**INSTRUCTIONS TO THE ELECTION OFFICER**

1. The Election Officer should be available in his office from commencement of Election process till completion of Election process.
2. The election Officer will hold the meeting of the Presiding Officer, Polling Officers and concerned staff appointed for the purpose of polling in their respective Unit/Estt and issue them suitable instructions to conduct free and fair election.
3. The Election Officer shall inspect the place of polling and all the required arrangements at the polling stations and will ensure the proper arrangements of the Booths one day before the commencement of the polling.
4. The Election Officer shall procure all the polling materials, ballot boxes, ballot papers etc. required for respective polling station and ensure its proper distribution to the Presiding Officer.
5. The election Officer shall ensure the smooth conduct of secret Ballot election and shall take care to avoid any untoward incidents.
6. The Election Officer shall make necessary rounds, to the polling station from the commencing of the polling till its end.
7. The Election Officer shall conduct and complete counting after completion of notified time for closing of polling by eligible voter.
8. After completion of counting of votes and declaration of result. Election Officer will ensure proper packing of casted votes, sealing and affix his signature on the pockets and handover them to the CO/OC of Units/Estts/Stn HQ.

**CO/OC of Units/Estts/Stn HQ**

**DUTIES OF PRESIDING OFFICERS/POLLING OFFICERS**

1. To collect election material from the Election Officer.
2. To reach Polling station at least one hour before the commencement of poll.
3. To be available at the notified place throughout the conduct of election.
4. To arrange to display large size poster indicating the names of the contesting candidates as given in the ballot paper outside the polling station.
5. To arrange sufficient number of enclosures/compartments closed from three sides for ensuring the secrecy of casting the votes.
6. To allow one representative of each contesting candidate throughout the voting at Polling booth after obtaining their authorization letter given to him by the candidate (Form attached as **Annexure 'B-V'**).
7. To prepare ballot box in polling station by way of –
  - (a) Showing empty box to the representatives of contesting candidates, at least fifteen minutes before the commencement of the poll/use of ballot box.
  - (b) Close the box with the lock and seal it after obtaining signatures of authorized representative, duly signed by the presiding Officer. Slit for inserting the ballots may be kept open.
  - (c) Declaration by the presiding officer before commencement of poll. Form attached as **Annexure 'B-VI'**.
8. To allow voters one by one inside the polling station during the polling hours to cast votes in the ballot box to be kept in front of the Presiding Officer. Following activities will be performed thereafter : -
  - (a) Polling Officers should check the names from the voter list.
  - (b) Check the identity card of each voter and score out names in the voter list.
  - (c) Issue ballot paper, signed by presiding officer, to eligible voter.

- (d) Obtain signatures/thumb impression of the voter on the counterfoil of the ballot paper given to the concerned voter.
  - (e) Detach the counterfoil from the main ballot paper alongwith the perforated line by using an iron scale.
  - (f) Explain to the voter the procedure for casting vote. He has to mark the ballot paper against the name of the candidate to whom he wishes to vote with the rubber stamp provided to him for the purpose. But no demonstration should be made. The vote should be cast within the voting compartment.
  - (g) Ensure the ballot paper is folded first vertically then horizontally.
  - (h) Ensure that ballot paper is put in ballot box by voter.
9. At the close of the poll, to ensure that nobody joins the queue after the closing hour. Signed and serially numbered slips should be distributed to voters, starting from the end of the queue. Voters should be allowed to vote even after the time schedule for close of polling on production of this slip. These slips should thereafter be destroyed.
  10. After polling, slit of the box shall be closed with paper seal after obtaining signatures from the representatives of the candidates.
  11. Ballot box should be covered with cloth and sealed. Name of Polling Station should be affixed on this cloth. If more than one ballot box is used the number of the ballot boxes, in order, should be written below this seal.
  12. To prepare ballot paper account in the prescribed form (attached as **Annexure 'B-VII**).
  13. To prepare Presiding Officer's diary in the prescribed form (attached as **Annexure'B-VIII**).
  14. To prepare all documents in the prescribed manner and to place them in the envelopes provided for the purpose.
  15. When the Presiding Officer hands over the polled ballot boxes for counting, he will give separately the following sealed envelopes :-
    - (a) Sealed cover containing the "Ballot paper account".
    - (b) Unsealed cover containing the Presiding Officer's diary.
    - (c) Sealed cover containing the keys of the locks used in the polled ballot boxes.
    - (d) Other envelopes and items of stationery will be handed over separately.

Election Officer

**Annexure 'B-V'**

**FOR APPOINTMENT OF AUTHORISED REPRESENTATIVE OF THE FORM  
CANDIDATE**

I, Contesting candidat do hereby appoint Sh/Smt----- (name and designation), Identity Card No. ----- as my authorized representatives to attend polling Station ----- (name of polling centre) fixed for the poll on -----.

Place :

Date :

Signature of Contesting Candidate

I agree to act as authorized representative.

Signature of representative

Place :

Date :

Name :

**Declaration of authorized representatives to be signed before the Presiding Officer's**

I hereby declare that I will maintain the secrecy of voting and shall not communicate to any person information calculated to violate such secrecy.

Signature of authorized representative

Place :

Date :

Name

Signed before me.

Signature of Presiding Officer

Annexure 'B-VI'

**DECLARATION BY THE PRESIDING OFFICER BEFORE THE COMMENCEMENT OF THE POLL**

Name of the Polling Station : -----

Date of the Poll : -----

I hereby declare that : -

- 1) I have demonstrated to the authorized representatives present that the ballot box to be used for the poll is empty;
- 2) On the paper seal used for securing the ballot box I have affixed my own signature and obtained thereon the signatures of such of the authorized representatives as are present and desirous of affixing the same;
- 3) I have demonstrated to the authorized representatives that the marked copy of the electoral roll to be used during the poll does not contain any marks;
- 4) I have allowed the authorized representatives to note the first and the last of the serial numbers of the ballot papers which will be used at the polling station.

Signature of Presiding Officer

Signature of authorized representatives :

- 1.
- 2.

The following authorized representatives declined to affix his/her signature(s) on this declaration : -

- 1.
- 2.

Date :

Signature of Presiding Officer



**Annexure 'B-VII'**

**BALLOT PAPER ACCOUNT**

(Part-I-to be filled by Presiding Officer)

Name of the Polling Station (with address)

		Serial Number		Total No
		From	To	
1	Ballot paper received			
2	Ballot paper unused (i.e not issued to voters)			
3	Ballot Papers used at the Polling Station (1-2)			
4	Ballot papers used at the Polling Station but not inserted into the ballot box -			
	(a) Ballot papers cancelled for violation of voting procedure			
	(b) Ballot papers cancelled for other reasons			
	TOTAL (a+b)			
5	Ballot papers to be found in the Ballot Box (3-4)			

Date :

Signature of Presiding Officer

**Part-II Result of Initial Counting**

(To be filled by the Counting Supervisor)

1. Total number of ballot papers found in :  
the ballot box(ex) used at the polling station

2. Discrepancy, if any, between the total :  
number as shown against item I in this part and  
the total number of ballot papers to be found in the  
ballot box(es) shown in item 5 of Part –I

Signature of the Counting Supervisor

Perused By

Election Officer

**PRESIDING OFFICER'S DIARY**

1. Name of Polling Station : -----  
(In Block letters)

2. Date of Poll : -----

3. Name(s) of Polling Officer(s) : -----

1. 3.

2. 4.

4. Number of ballot boxes used :

5. Number of paper seals used :

6. Number of authorized representatives :

7. Number of contesting candidates :

appointed authorized representatives at  
polling station.

8. Number of ballot papers actually  
Issued at the polling station.

Signature of Polling Officer

In-charge of ballot paper.

Signature of first Polling Officer.

9. Details of any complaint made by any candidate (please enclose the complaint in original)

10. Report of the mistakes and irregularities committed if any at the polling station.

Signature of Presiding Officer

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