

CHAPTER XV

CONCESSIONS TO MEMBERS OF TRADE UNIONS

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CHAPTER XV

CONCESSIONS TO MEMBERS OF TRADE UNIONS

1. Recovery of membership subscriptions on pay sheets

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| 1.1 | The subscriptions of members of registered Trade Unions of employees of the Commission and of Higher Educational Institutions/ Institutes may be recovered from the pay sheets and sent to the Trade Union concerned. | Recover from the pay sheets |
| 1.2 | For this purpose the Unions should furnish to the Secretary of the Commission/ Registrar of the University/ Secretary of the University College / the most senior officer in the administrative staff of the Campus/Institute/Centre for Higher Learning, option forms signed by the members expressing their consent to the recovery of subscriptions on the pay sheet. The option forms should be filed in the personal files of the members concerned. | Option |
| 1.3 | When a member of a Trade Union is transferred from one Higher Educational Institution/ Institute to another or to or from the Commission, a note should be made in the list of recoveries furnished to the respective paying officer i.e. Accountant/ Bursar/ Treasurer etc. of the new institution concerned, to the effect that the person has exercised his option, and also the amount to be recovered. | On transfers |
| 1.4 | A member of a Trade Union may revoke the above option in writing. Where the revocation is not channelled through the Trade Union, the Trade Union shall be informed by the paying officer in writing of the revocation and the months from which recovery of subscription will cease to be made from the member. Appeals from Trade Unions to stay action on the revocation shall not be entertained on any account. | Revocation of option |

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| 1.5 | Schedules of recoveries of monthly subscriptions should be sent by the Trade Unions to the paying officer i.e. Accountant / Bursar/ Treasurer etc. of the Commission/ Higher Educational Institution/ Institute as the case may be in duplicate not later than the 10 th of each month. The paying officer shall retain one copy and return other to the Trade Union together with the remittance. | Monthly subscription |
| 1.6 | Similarly, where subscriptions are recovered quarterly, half yearly or annually, the schedule of recoveries should be sent to reach the Accountant / Bursar /Treasurer etc. before the 7 th day of the first month of the period for which the subscription falls due. | Quarterly half yearly or annual subscriptions |
| 1.7 | The recovery of subscriptions of Trade Unions on pay sheet is subject to the limits on recoveries given in paragraph 28 of Chapter VI. | Limits on recoveries |
| 2. | Duty Leave and Transport for Trade Union Work / Annual General Meetings | |
| | The grant of duty leave to members for trade union work and the issue of duty railway warrants for travel in connection therewith are prescribed in paragraph 19 of Chapter X and paragraph 1.7 of Chapter XIII. | Duty railway warrants |
| 3. | Office accommodation for Trade Unions | |
| 3.1 | The Commission / Higher Educational Institutions/ Institutes may make available office accommodation to registered Trade Unions of its employees if such accommodation could be spared without disrupting normal administrative and academic activities. Whatever accommodation that is made available should be jointly shared by all the registered Trade Unions functioning within the Commission / Higher Educational Institution/ Institute as the case may be. | Without disrupting normal work |
| 3.2 | Even where such office accommodation is provided, if such space is required for official purposes of the Commission / Higher Educational Institution/ | Subject to withdrawal |

Institute as the case may be, such accommodation could be withdrawn after due notice to the Trade Union concerned.

4. Trade Union meetings

Registered Trade Unions of employees of the Commission/ Higher Educational Institution/ Institute may be permitted to hold their meetings in the grounds or buildings of the Commission/ Higher Educational Institution/ Institute concerned, subject to the following;

Permission only for registered Trade Unions

4.1 President or Secretary of the Trade Union should obtain permission in writing from the Secretary of the Commission/ Registrar of the University/ Rector of the Campus/ Secretary of the University College / Director of the Institute / Centre for Higher Learning as the case may be, to hold any of its meetings in the grounds or buildings of such institution.

Permission to be obtained

4.1.1 Such permission shall not be granted if the meeting is proposed to be held during the usual office hours or when academic work is being conducted. If for any special reason it is necessary to hold a meeting during such hours, Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute should be personally satisfied of such need.

Not during office hours

4.1.2 Application for permission to hold a meeting should be made at least four days before the date on which the meeting is proposed to be held.

Notice of meeting

4.2 If persons other than employees of the Commission/ Higher Educational Institution/ Institute concerned are attending such meeting, the names of such persons and any other information required regarding such persons should be furnished to Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute through the Secretary of the Commission/

Outsiders attending meetings permission from Principal Executive Officer

Registrar of the University / Secretary of the University College / the most senior officer in the administrative staff of the Campus / Institute / Centre for Higher Learning as the case may be, at least one week before the date of the meeting and his written permission obtained for such persons to enter the premises of the institution.

- 4.3 It is the responsibility of the President and Secretary of a Trade Union to ensure that notices or posters in connection with meetings are not pasted on the walls etc., of the institution and that the buildings are not disfigured in any way. They will be personally held responsible for any damage to buildings or property caused by the use of the grounds or buildings for such meetings.
- Notices, posters
etc.

5. **Transfers of Trade Union Officials**

- 5.1 The key office bearers of parent organisations of registered Trade Unions of employees of the Commission/ Higher Educational Institutions/ Institutes should be posted to such institutions where their services are required for the work of the Unions and will not be liable to transfer under normal transfer rules. Trade Unions which desire to enjoy this concession should apply to the Chairman of the Commission / Vice-Chancellor of the University / Rector of the Campus / Director of the University College /Institute / Centre for Higher Learning, through the Secretary of the Commission / Registrar of the University / Secretary of the University College / the most senior officer in the administrative staff of the Campus / Institute / Centre for Higher Learning as the case may be giving the names of office bearers to whom this concession should be given, the institution to which they should be posted and the strength of the Trade Union concerned.
- Key office bearers
- 5.2 The number and the designations of the key office bearers who should be granted this concession and the institution to which they should be posted will

be determined by the Chairman of the Commission or the Principal Executive of Officer of the Higher Educational Institution / Institute in consultation with the Secretary of the Commission/ Registrar of the University / Secretary of the University College / the most senior officer in the administrative staff of the Campus / Institute / Centre for Higher Learning as the case may be, and the Unions concerned.

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| 5.3 | An Office-bearer, who is posted to an institution under this concession, will be liable to be transferred under the normal rules on his ceasing to hold the office which entitled him to such concession. | Liable to be transferred on cessation of office |
| 5.4 | The grant of the concession given in this paragraph is subject to the exigencies of the service and to disciplinary requirements. | Concession subject to conditions |

6. **Supply of copies of Circulars**

One copy of each Circular issued by the Commission/ Higher Educational Institution/ Institute which may be of interest to Trade Unions should be issued free to the parent organization of a registered Trade Union and to its branches in the Higher Educational Institution/ Institute.

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| 6.1 | Copies of circulars of a confidential nature should not be issued to Trade Unions. | Confidential circulars |
| 7. | A "Registered Trade Union" for the purpose of this Chapter shall mean an association of employees of the Commission, Higher Educational Institutions and Institutes, which is registered under the Trade Unions Ordinance. | Registered Trade Unions |