



PUNJAB NATIONAL BANK SRAMIK UNION

CONSTITUTION

Amended upto 26th March 2022
[24th (New Series) Conference]

PREFACE TO THE THIRD EDITION

24th (New Series) Conference of our Union was due in the year 2020. But on account of merger of erstwhile United Bank of India and Oriental Bank of Commerce with Punjab National Bank on 1st April 2020 and wide impact of Covid-19 immediately thereafter, the said Conference couldn't be held in due time.

Ultimately 24th (New Series) Conference was held on 25th-26th March 2022 at Kolkata. Keeping in view the large number of Units and membership as well in the State in merged scenario, resolution for more amendments in the Constitution have been adopted in the said Conference.

Therefore, it was felt necessary to bring out this third edition covering all amendments made since 9th (New Series) Conference held on 6th-7th May, 1989 till the 24th (New Series) Conference in 2022.

Sd/- **ABHIJIT SARKAR**
General Secretary

The 26th day of November 2023

PREFACE TO THE SECOND EDITION

Whether any amendment of the Constitution was made prior to 1974 Conference is not known to us as no record to the effect was available, the number of conferences of the Union held since formation is also unknown as no seriatim was being maintained.

Decision to count new series of conference was taken by the Central Committee of the Union prior to the Conference of 1983. 1971 Conference of the Union, which was held after merger of erstwhile P. N. B. Employees' Union with P. N. B. Sramik Union, has been taken as the basis to start the "New Series". **Accordingly, 1983 Conference was marked as 6th (New Series) Conference.**

In the Conference of 1974, provision of the Constitution was amended to change the rate of subscription of members by the then leadership of the Union.

1979 Conference is significant in the history of our Union, a new team of leadership was elected.

Since then, conferences are being held at regular intervals but earlier it was not so.

Out of the experiences gathered in course of our functioning, further amendments were moved and adopted in the conferences held in 1985 and 1987.

This edition is published covering all amendments made since 1974 and latest adopted in the 8th (New Series) Conference held at Midnapore in 1987.

Sd/- **PRADIP BISWAS**
General Secretary

Dated: 6th July 1988

CONSTITUTION

1. NAME:

The name of the Union shall be "**PUNJAB NATIONAL BANK SRAMIK UNION**", hereinafter referred to as the "UNION".

2. REGISTERED OFFICE:

The Registered Office and the Headquarter of the Union shall be at Calcutta. Any change of address shall be duly notified to all concerned and the Registrar of Trade Union, Bengal, within such time as required by or under any law for the time being in force.

3. OBJECTS:

The objects of the Union are:

(a) To organise the body of the employees of the Punjab National Bank and to promote and protect the interest of all classes of employees under the Bank.

(b) To secure to all its members the fair reward of their labour and living wage for all engaged on a particular grade in a particular occupation and equal opportunity irrespective of caste and creed and race.

(c) To represent the grievances of the employees to the authorities of the Bank, Central or State Government and to safeguard the interest of the members by representation, negotiation and other constitutional and legal means including strike.

(d) To conduct trade disputes on behalf of members and office bearers of the Union and to compensate the members for loss arising out of Trade disputes.

(e) To provide fund for the relief of the needy or distressed members and/ or their dependants in cases of unemployment, sickness, death, accident and other contingencies.

(f) To promote the social, economic and cultural condition of the employees by establishing a library, night school, a club and institution for medical treatment for free supply of medicines and benefit fund providing financial assistance.

(g) To federate or amalgamate with, to affiliate itself to or give affiliation to any other Association or Union with similar aims and objects.

(h)To watch, promote and safeguard the rights and privileges of the members in all matters relating to their employment, unemployment and conditions of service.

(i) To purchase, take or lease or in exchange hire or otherwise acquire and hold and manage any immovable or movable property or any right and privileges which the union may think necessary or convenient in reference to any of these objects and capable of being used profitably.

(j) To sell, exchange and mortgage and/or dispose of any properties for such consideration as the Union thinks fit.

(k)To invest and deal with the money of the Union not immediately required in gilt edged securities and/ or such securities, Bank's Cash Certificates, Shares and in such manner as may from time to time be determined and to negotiate, transfer Government Securities, Shares, Negotiable Instruments etc.

(l) To do generally all such other things as may be considered necessary incidental or conducive to the attainments of the above objects or any of

them, subject always to the provisions of Section 16 of the Indian Trade Unions Act, 1926 to provision of any other law for the time being in force.

4. THE UNION shall consist of the following:

(a) **MEMBERS:** (i) Ordinary and (ii) Honorary.

(b) **UNITS:** Each Branch, Sub-office or Pay Office of the Bank will form into a Unit having any number of members.

(c) The General Body of the Union shall consist of the Delegates elected from the Zonal Conferences before the State Conference of the Union at the rate of one delegate for each block of ten members working in units in the respective zones with additional one for major fraction thereof.

(d) **GENERAL COUNCIL:** The General Council shall be elected by the delegates from amongst the delegates to the Conference. The General Council shall be the supreme body of the Union in between two conferences and shall be responsible for conducting all affairs of the Union. The General Council shall be elected at the Conference on the basis of one representative for every block of four

delegates elected to the Conference. The Central Committee members shall be ex-officio members of the General Council.

(e) At each Conference the General Body shall elect either by ballot or by show of hands from amongst themselves a Central Committee not exceeding 65 members including –

- 1 President
- 1 Working President
- 9 Vice Presidents
- 1 General Secretary
- 1 Secretary
- 14 Joint Secretaries
- 1 Chief Treasurer
- 1 Dy. Chief Treasurer
- 1 Office Secretary
- 35 Members

The members, those elected shall, unless otherwise removed, hold office till next Election.

4A(i) MEMBERSHIP:

An employee of the Punjab National Bank including a temporary employee or a Probationer of the age of 18 years or more working in the Bank

anywhere in ASSAM, BIHAR, ORISSA, WEST BENGAL, ANDAMAN & NICOBAR ISLANDS and SIKKIM shall be eligible for admission as Ordinary Member of the Union on payment of the prescribed subscription and admission fee and on his acceptance of the Constitution and Rules of the Union, an ordinary member shall pay an Admission Fee of Rs.10/- (Rupees ten) only and monthly subscription at the rate of Rs.100/- (Rupees one hundred) only for Non-Subordinate Staff and at the rate of Rs.50/- (Rupees fifty) only for Subordinate Staff on enrolment. Membership shall cease on resignation or expulsion or failure to pay his subscription for six consecutive months. Any member whose name has been struck off from the rolls of the Union for non-payment of membership subscription may be readmitted to membership on payment of all arrears against his account and/or on such conditions as may be decided by the Central Committee. The Central Committee shall have the right to refuse admission to any persons at its discretion. It will, however, be open to such persons to appear before the General Council whose decision shall be final.

4.A(ii) HONORARY MEMBERS:

Persons not eligible for admission as ordinary members under Clause 4A(i) may be admitted as Honorary Members, at a Conference. Such members may be taken to the Central Committee of the Union but their number shall not at any time exceed one third of the total number of members of the Central Committee or 5 (five) whichever is less. Such Honorary Members shall be exempted from paying any fees, etc., as applicable to Ordinary Member.

5. MEMBERSHIP REGISTRAR

The Union shall maintain a Registrar of members with name, age address occupation and such other particulars as may be considered necessary concerning each member including an honorary member shall be recorded therein. The Branch Committee shall likewise maintain at their respective offices a Registrar of local members. Such membership registers shall be open to inspection by an Officer or a member of the Union on giving a week's notice to the General Secretary or the Branch Secretaries concerned.

5.(A) MAINTENANCE & INSPECTION OF BOOKS OF ACCOUNTS:

Proper Books of account of the Union shall be maintained by the Chief Treasurer and in his absence by the Deputy Chief Treasurer and they shall be open to inspection by the members after giving seven days' Notice in writing to the General Secretary.

6. FINANCIAL YEAR:

The financial year of the Union shall be from 1st April to the 31st March.

7.(A) BRANCH COMMITTEE:

Ordinarily the members of each office of Punjab National Bank shall elect after the Conference of the Union a Unit Committee consisting of one Unit President, one Unit Secretary and one Unit Treasurer. Units having membership of less than 3 (three) will elect one Unit Secretary.

7.(B) Stations having more than one unit may have one Unit Committee if they so desire.

7.(C) ZONAL COMMITTEE:

Union will have 7 (seven) Zonal Committees consisting of the following Circles.

ZONE I: Malda, New Jalpaiguri & Murshidabad Circle.

ZONE II: Purba Medinipur, Pashchim Medinipur & Kharagpur Circle.

ZONE III: Durgapur, Purulia & Bardhaman Circle.

Zone IV: Kolkata (South) & 24 Parganas (South) Circle.

Zone V: Kolkata (North) & Kolkata (East) Circle.

Zone VI: Kolkata (West) & Hooghly Circle.

Zone VII: 24 Parganas (North) & Nadia Circle.

The Zonal Committees will work under the guidance and supervision of the Central Committee. Central Committee will have the power to reorganise the areas under different Zonal Committees, if needed.

ZONAL CONFERENCE: Zonal Conference will be held before every State Conference with the participation of the delegates elected from the branch units under concerned Zone at the rate of 1(one) for every block of 5 (five) members and additional 1 (one) for major fraction thereof with a minimum of 1(one) from each unit.

The size and composition of the Zonal Committee will be decided by the Central Committee from time to time.

Zonal Conference shall dispose of the following:

(a) To consider and approve Secretary's Report.

(b) To chalk out programme of activities of the Union in the Zone.

(c) To elect delegates to the State Conference.

(d) To elect office bearers and members of the Zonal Committee.

(e) Miscellaneous, if any, with the permission of the Chair.

8. POWER OF THE CENTRAL COMMITTEE:

The administration of the Union shall be carried on by the Central Committee. The Central Committee shall manage and conduct all affairs of the Union in accordance with the directions and policies framed in the Conference or Special Conferences and shall take proper steps for carrying out resolutions passed in such conferences. The Central Committee shall conduct day to day administration and control of the affairs

of the Union and shall deal with any emergency during its tenure of office and affecting the interests of the members. In the event of the resignations of the office bearers of the Central Committee being placed before the Committee, the Committee shall refer the same to the general council with its view for consideration and necessary decision. The resignation of the Central Committee members others than office bearers may be accepted by the Central Committee. The Central Committee shall have the power to co-opt members, select members of any deputation and delegation.

In the event of vacancy occurring in any manner during the year in respect of the offices of the President, or the General Secretary or any other Office Bearers, such vacancies shall be filled up by election by the General Council in an extra ordinary meeting convened for the purpose. Other vacancies in the Central Committee shall be filled up by co-option. The Central Committee shall have power to form Sub-Committees as and when necessary.

9. PRESIDENT & VICE-PRESIDENT:

The President, when present, shall preside over and conduct all Central Committee and other meetings. President shall have a casting vote in case of tie in any meeting. In his absence one of the Vice-Presidents shall be given the chair and shall be vested with all right and privileges.

10. GENERAL SECRETARY, SECRETARY AND JOINT SECRETARIES

The **GENERAL SECRETARY** shall convene all meetings and Conferences subject to the Rules, take minutes of all proceedings with the help of the Secretary and conduct correspondences, make representation and exercise general supervision over all affairs of the Union subject to the control of the Central Committee. He shall check up all bills or vouchers for any expenses of the Union and in cases of doubt, he shall settle the matter in consultation with the Central Committee. He shall be responsible along with the Chief Treasurer for submitting annual Returns to the Registrar of Trade Unions in due time. The General Secretary shall have the power to spend any reasonable amount in consultation with the Chief Treasurer for the benefit and requirement of the Union without prior

approval of the Central Committee and shall place such expenses before the Central Committee for its approval and sanction at its following meeting.

The **SECRETARY** shall be the In-charge of the Union Office. He shall attend to all correspondences in due time and shall bring to the notice of the General Secretary the important ones for immediate disposal. He shall carry out the function of the General Secretary, in absence on leave or otherwise.

The **JOINT SECRETARIES** shall carry out the duties entrusted to them under the guidance and supervision of the General Secretary. One of the Joint Secretaries shall be the Office Secretary and assist the Secretary in office functioning. The Joint Secretaries shall perform all such duties as may be directed by the General Secretary/Secretary from time to time. One of the Joint Secretaries shall, so authorised, carry out the functions of the General Secretary/Secretary, in absence on leave or otherwise.

10.(A) The Regional Secretaries and Organising Secretaries subject to the guidance and control of the Central Committee shall be responsible for the

organisation and coordination of the activities of the Units in their respective areas, to be entrusted to them, by the Central Committee from time to time.

11. THE CHIEF TREASURER AND THE DEPUTY CHIEF TREASURER:

The Chief Treasurer along with General Secretary shall be responsible for sending Annual Returns of the Union to the Registrar of Trade Unions in due time. He shall be responsible for all monies which may from time to time be received by the Union. He shall make payment on sanction by the General Secretary and/or the Central Committee and shall keep account of all receipts and payments. All bills, vouchers etc. shall be passed and signed before payment by the General Secretary or any of the Deputy General Secretaries. He shall be responsible for maintaining proper account books. The Deputy Chief Treasurer shall carry on his duties under the direction and supervision of the Chief Treasurer. In case of the Chief Treasurer's absence on leave or otherwise, he shall carry on Chief Treasurer's duties.

12. FUNDS:

The Union shall have a general fund which shall include all income from contribution from members, donations and other miscellaneous sources. All expenses of the Union save those incurred for the political purposes specified in Section 16 of the Indian Trade Union Act, 1926 including salaries and allowance of the officers, pay of establishment and provision of benefits, financial and other kinds, shall be met from the General Fund. In case of doubt whether a particular expense can be lawfully incurred and paid from the General Fund, the matter shall be referred to the Registrar of Trade Unions and the Union shall abide by his decisions.

All monies not immediately required shall be deposited in one or more banks of good standing. Upon a Bank account is opened withdrawals or operation of accounts shall be made by one of the office bearers mentioned in group (i) jointly with any one of the office bearers in (ii) mentioned below:

(i) President, General Secretary, Deputy General Secretaries.

(ii) Chief Treasurer, Deputy Chief Treasurer.

All collections and levies should be remitted to the Head Quarter of the Union by the branches by the first week of each month. The branch committees shall submit statements of income and expenses each month to the Central Committee. The Branch Committees shall have power to make reasonable expenses for the purpose of Union activities subject to sanction of the Central Committee.

If and when necessary, the Central Committee shall invite its members to contribute to a special fund.

13. AUDIT OF ACCOUNTS:

The accounts of the Union shall be audited annually by person or persons qualified under Trade Union Regulations. The auditor or auditors will be appointed in the Conference on such terms as the Conference thinks fit.

14. CENTRAL COMMITTEE MEETINGS:

Central Committee shall meet at least once in two months. The quorum should be one fourth of the total number of members. Ordinarily a week's notice is necessary to convene a Central Committee meeting but in case of emergency, the General

Secretary may convene a Central Committee meeting by giving notice at least three hours and the decision should be conveyed to all Central Committee members in time.

15. CONFERENCE:

Conference shall be held once in three years by the elected delegates which will constitute the General Body and the same should normally be held within the month of March of the years in which it becomes due. The quorum for the Conference shall be majority of the elected delegates. A notice of three weeks shall be necessary for holding the Conference. Voting in the Conference may be either by ballot or by show of hands and all matters shall be decided by majority of votes. The Conference shall dispose of the following:

a) To consider and approve the General Secretary's Report and audited Statement of Accounts.

b) To chalk out in general lines the principal programme of activities of the Union.

c) To consider any resolution notice whereof has been received by the Central Committee at least one week earlier to the date of the Conference or any other matter recommended for consideration by the Central Committee.

d) To elect the office bearers, members of the Central Committee and General Council.

e) To appoint auditors and fix their remuneration.

f) Miscellaneous, if any, with the permission of the Chair.

16. SPECIAL CONFERENCE OR EXTRA ORDINARY GENERAL COUNCIL MEETING:

The Central Committee or the General Secretary shall call a General Council meeting to deal with important matters. 1/5th members shall form quorum and at least 3 days' notice for the meeting shall be given.

17. PROCEDURE FOR STRIKE:

Strike may be declared when all other avenues or sources for the vindication of rights of the employees have been explored. Voting shall be either by ballot or by show of hands and the

decision shall be by majority of votes in General Council meeting specially convened for the purpose. In case a strike decision is taken, a notice of strike should be given to the employers at least fourteen days earlier.

18. BYE-LAWS:

The Central Committee shall have the power to make Bye-laws and revise the same from time to time, for conducting the business of the Union in so far as Bye-laws are not repugnant to any clause of the Constitution.

19. AMENDMENT OF THE CONSTITUTION ETC.:

The Constitution may be added to amended to, altered or rescind at the Conference by majority votes.

20. REQUISITION MEETINGS:

Where the members of Central Committee or the General Body or the General Council feel that an extra ordinary meeting of the Central Committee or General Body or the Central Committee should be convened for discussion of some urgent matters, they may requisition such meetings provided the requisition is made in

writing by at least one fifth of such member to the General Secretary or the Central Committee seven days earlier. If the General Secretary fails to convene the meeting within a month from the date of receipt of requisition, the requisitionists shall have the power to convene the meeting with proper notice. Two third members shall form the quorum, if there is no quorum, the meeting shall fail.

21. DISSOLUTION:

The Union shall not be dissolved except by the decision of majority of members at a special conference specially called for the purpose where at least two thirds of its members are present. The meeting shall also decide the manner in which the funds of the Union shall be disposed of.