

ICM scheme of BSNL

With a view to develop and maintain cordial relations between the management and the workers through its unions and to promote optimum cooperation between the two, it is imperative to have a mechanism and a platform to deliberate and resolve the issues and demands of non-executive employees. With this in mind, a Joint Consultative Machinery is developed in BSNL, essential features of which are summarised below.

Constitution and Procedure

1. The scheme will cover all incumbents holding non-executive posts in BSNL on regular basis including factory employees, irrespective of the fact whether an employee is absorbed employee or directly recruited in BSNL. Persons working on contract basis or casual employees will not be part and parcel of the scheme.
2. The scheme will function at three levels, i.e. national level with HQrs at New Delhi, Circle level having HQrs. at all Circle HQrs. and Local Council at SSA/District HQrs. This set up is established in accordance with the minutes of the first meeting held on 26.12.2002 with the recognised representative union under the chairmanship of CMD, BSNL. [Annexure-I]

NATIONAL COUNCIL

1. **Scope** - The Council would deliberate on all service matters of non-executives, their conditions of work, welfare of the employees, improvement of efficiency and standards of work, apart from growth and development of the company. However, individual cases will not be taken up in the meetings of the Council.
2. **HQrs.** - The HQrs. of the Council would be at New Delhi.
3. **Term** - The term of the Council shall be co-terminus with the recognition period of both the representative unions, i.e. three years.
4. **Chairman** - Director (HR), BSNL Board would be the ex-officio Chairman of the Council.
5. **Composition** - The Council shall comprise of members from Official Side and also from the Staff Side.
 - 5.1 Official side members from HR and Finance will be nominated by Director (HR). GM (SR) would be ex-officio Secretary from the Official side and DGM (SR)/AGM (SR) as the Convener. As and when the situation demands, officials from other field or any expert on a subject can be associated.
 - 5.2 The Council shall have 14 members from Staff side. On the basis of outcome of membership verification, in case a union secures more than 50% votes and emerges the Sole Recognised Representative Union as per Clause IV.5 of BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012, in that event all the 14 members will be from the Sole Recognised Representative Union.
 - 5.3 In the event of recognition of two recognised unions as per Clause IV.6 of the BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012, the Staff Side members will be nominated from both the unions, i.e. Main Recognised Representative Union and Second Recognised Representative Union on the basis of proportionate representation, details of which have been elaborately discussed in the BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012. The number of seats allocated to each union will be announced by SR Cell on the basis of results of membership verification of non-executives. The General Secretaries of both the recognised unions will mandatorily be members from Staff Side and the remaining members will be nominated by the concerned General Secretary. No person, who is not an employee or an honourably retired employee of BSNL, shall be a member of the Council.
 - 5.4 Whenever Staff side members are nominated in accordance with Para 5.3 above, the Secretary, Staff side shall be from the Main Recognised

Representative Union and the Leader, Staff side from the Second Recognised Representative Union.

- 5.5 Further, in the event of nomination of Staff side members in accordance with Clause IV.7 of BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012, then the Secretary, Staff side shall be from the Recognised Representative Union securing largest number of votes in the membership verification and the Leader, Staff side from the Recognised Representative Union securing second-largest number of votes.
6. Agenda - The agenda for the Council meetings shall invariably be submitted by the Secretary, Staff Side.
7. **Facilities** - (1) The members of Staff Side will be entitled for TA/DA for attending the formal meetings of the National Council at the rates prescribed vide letter no. BSNL/22-3/SR/2001 dated 5th February, 2003. [Annexure-II]
- (2) The members of Staff Side of National Council can travel by air by 'Economy Class' only for attending the National Council meetings, as envisaged in terms of letter no. BSNL/22-3/SR/2001 dated 1st March, 2006. [Annexure-III]
8. In case a vacancy arises due to death, resignation etc. of a member from the Staff Side, the resultant vacancy will be filled up by the concerned General Secretary for the unexpired term. In the normal course, the Staff Side members will not be replaced.

Rules for the Conduct of Business

The following rules shall govern the conduct of business of the National Council under the chairmanship of Director (HR), BSNL Board -

1. **Short Title** - These rules may be called the National Council (Conduct of Business Rules), 2014.
2. **Meetings** -
 - 2.1 The ordinary meetings of the Council shall be held once in a quarter i.e. four meetings in a year. A notice for the ordinary meeting shall be sent to all members of the Council not less than twenty-one days before the date of the meeting.
 - (a) A special meeting of the Council can be called by the Chairman on his own or on a request from either side. From the Staff side, a request for the special meeting can be made either by the Secretary, Staff Side or the Leader, Staff Side. A notice for such a meeting shall be sent to all members not less than ten days before the date of the meeting.
3. **Quorum** - The quorum shall be 1/3rd each of the strengths of the official side and also the staff side.
4. **Agenda** - The Secretary, Staff Side shall submit the agenda together with explanatory memorandum, where necessary, to the Secretary, Official Side [Chairman of the Council] at least one month in advance of the meeting. The Secretary, Official Side shall scrutinise the agenda items and make sure that the proposed agenda items suggested by the Staff Side fall within the purview of the Council and thereafter place the draft agenda before the Chairman for his approval. If any item suggested by the Secretary, Staff side is not included in the Agenda for the Council meeting, the Secretary Staff side shall be informed of the fact and the reasons thereof.
 - (2) The agenda for the ordinary meeting shall be circulated to all the members along with the notice for the meeting. Similarly, agenda for the special meeting shall also be circulated to all the members along with the notice for the meeting.
 - (3) Any item, not on the scheduled agenda, can be taken up only with the prior permission of the Chairman.
 - (4) A matter disposed of by the Council, and/or by any of its Committee, in any manner will not be taken up by the Staff Side during the following 12 months. If any item is taken up before the expiry of 12 months, while scrutinising the agenda items, Secretary, Official side shall ensure this, and remit the item back to the Secretary, Staff Side. However, in exceptional circumstances, any item can be allowed to be taken up before the expiry of 12 months, with the permission of the Chairman.

- (5) As and when necessary, agenda items from the Official side will also be placed before the Council for its deliberations.
5. **Minutes** - The minutes of the meeting will be drafted under the supervision and guidance of the Secretary, Official Side [Chairman]. However, before approval of the minutes by the Chairman, the draft minutes will be duly vetted by the Secretary, Staff Side. Any alterations/ modifications in the draft minutes proposed by the Secretary Staff Side will be incorporated in the final minutes at the sole discretion of the Chairman.
6. **Decisions** - (1) The official side, as far as possible, will conclude the issues in the meetings of the Council, and will not reserve them for later decision. The decisions taken mutually by the both official side and staff side will become operative, subject to final approval of the Chairman.
- (2) In case there is disagreement on an issue between the two sides, a proposal containing complete details of the case, will be submitted for consideration of the Management Committee of BSNL Board, which will have discussions with the concerned officers and the union representatives for a decision and the decision of the Management Committee will be final and binding on both the sides.
7. **Constitution of Committees** - Considering the gravity of an item, in case the Council is of the view that the issue deserves in-depth study or prolonged discussion, the item may be referred to a committee/joint committee to be constituted by the Council. As and when any Joint Committee of official side and staff side is constituted, the representation of Staff Side will be from both the recognised representative unions on proportionate representation basis.

CIRCLE COUNCILS

1. **HQrs.** - The Circle Councils would be formed at all territorial and non-territorial Circle HQrs., i.e. respective CGM office's.
2. **Scope** - The Council would discuss only those issues that fall under their respective jurisdiction and authority.
3. **Term** - The term of the Circle Council shall be co-terminus with the term of National Council.
4. **Chairman** - CGM of the Circle concerned would be the ex-officio Chairman of the Council.
5. **Composition** - The Council shall comprise of members from Official Side and also from the Staff Side.
 - 5.1 Official side members from HR and Finance will be nominated by CGM concerned. In case of non-territorial Circles, i.e. Projects, Maintenance etc., all the GMs will also be members from the Management side. As and when the situation demands, officials from other field or any expert on a subject can be associated.
 - 5.2 The Council shall have 14 members from Staff side. On the basis of outcome of membership verification, in case a union secures more than 50% votes and emerges the Sole Recognised Representative Union as per Clause IV.5 of BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012, in that event all the 14 members will be from the Sole Recognised Representative Union.
 - 5.3 In the event of recognition of two recognised unions as per Clause IV.6 of the BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012, the Staff Side members will be nominated from both the unions, i.e. Main Recognised Representative Union and Second Recognised Representative Union on the basis of proportionate representation, details of which have been elaborately discussed in the BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012. The number of seats allocated to each union will be announced by SR Cell on the basis of results of membership verification of non-executives. The Circle Secretaries of both the recognised unions will mandatorily be members from Staff Side and the remaining members will be nominated by the concerned General Secretary. No person, who is not an employee or an honourably retired employee of BSNL, shall be a member of the Council.
 - 5.4 Whenever Staff side members are nominated in accordance with Para 5.3 above, the Secretary, Staff side shall be from the Main Recognised Representative Union and the Leader, Staff side from the Second Recognised Representative Union.

- 5.5 Further, in the event of nomination of Staff side members in accordance with Clause IV.7 of BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012, then the Secretary, Staff side shall be from the Recognised Representative Union securing largest number of votes in the membership verification and the Leader, Staff side from the Recognised Representative Union securing second-largest number of votes.
6. Agenda - The agenda for the Council meetings shall invariably be submitted by the Secretary, Staff Side.
7. In case a vacancy arises due to death, resignation etc. of a member from the Staff Side, the resultant vacancy will be filled up by the concerned General Secretary for the unexpired term. In the normal course, the Staff Side members will not be replaced.

LOCAL COUNCILS

1. **HQrs.** - The Circle Councils would be formed at -
 - i) All SSA HQrs. i.e. respective GMTDs/TDMs Office's.
 - ii) Area GMs in Chennai and Kolkatta Telephone Districts.
 - iii) GM (Admn.) at Circle HQrs. for staff posted in Circle HQrs.
 - iv) GM (Sat. Proj.), New Delhi.
 - v) GM offices in Projects & Maintenance Circles wherever GM office is not co-located with CGM offices.
 - vi) GMM STR Chennai
 - vii) Under CE (Civil) at each Circle HQrs. - for staff working under civil wing.
2. **Scope** - The Council would discuss only those issues that fall under their respective jurisdiction and authority.
3. **Term** - The term of the Circle Council shall be co-terminus with the term of National Council.
4. **Chairman** - SSA Head / GM (Sat. Proj.) / GM (Projects) / GM (Maintenance) / CE (Civil).
5. **Composition** - The Council shall comprise of members from Official Side and also from the Staff Side.
 - 5.1 Official side members from HR and Finance will be nominated by the Chairman concerned. In case of non-territorial Circles, i.e. Projects, Maintenance etc., all the GMs will also be members from the Management side. As and when the situation demands, officials from other field or any expert on a subject can be associated.
 - 5.2 The Council shall have 14 members from Staff side. On the basis of outcome of membership verification, in case a union secures more than 50% votes and emerges the Sole Recognised Representative Union as per Clause IV.5 of BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012, in that event all the 14 members will be from the Sole Recognised Representative Union.
 - 5.3 In the event of recognition of two recognised unions as per Clause IV.6 of the BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012, the Staff Side members will be nominated from both the unions, i.e. Main Recognised Representative Union and Second Recognised Representative Union on the basis of proportionate representation, details of which have been elaborately discussed in the BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012. The number of seats allocated to each union will be announced by SR Cell on the basis of results of membership verification of non-executives. The District Secretaries of both the recognised unions will

mandatorily be members from Staff Side and the remaining members will be nominated by the concerned General Secretary/Circle Secretary. No person, who is not an employee or an honourably retired employee of BSNL, shall be a member of the Council.

5.4 Whenever Staff side members are nominated in accordance with Para 5.3 above, the Secretary, Staff side shall be from the Main Recognised Representative Union and the Leader, Staff side from the Second Recognised Representative Union.

5.5 Further, in the event of nomination of Staff side members in accordance with Clause IV.7 of BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules, 2012, then the Secretary, Staff side shall be from the Recognised Representative Union securing largest number of votes in the membership verification and the Leader, Staff side from the Recognised Representative Union securing second-largest number of votes.

6. Agenda - The agenda for the Council meetings shall invariably be submitted by the Secretary, Staff Side.
7. In case a vacancy arises due to death, resignation etc. of a member from the Staff Side, the resultant vacancy will be filled up by the concerned General Secretary for the unexpired term. In the normal course, the Staff Side members will not be replaced.

Standing Committee

Scope - With a view to facilitate the National Council to concentrate deliberations on new items and to save its time and effort on reviewing the items already discussed in the past meeting, there will be a Standing Committee of National Council. The Committee shall be primarily responsible to monitor progress on the issues discussed in the National Council meetings.

Term - The terms of the Committee would be co-terminus with the National Council. As and when the National Council is re-constituted on the outcome of membership verification, Standing Committee would also be re-constituted.

Composition - (1) The Committee shall comprise of three members from the Official side and three members also from the Staff Side.

(2) The official side shall be represented by GM (SR), GM (Estt.) and GM (EF), in addition to DGM (SR) who will act as member-secretary. [Chairman ?]

(3) The Staff side would comprise of recognised union. In case, two unions have been recognised, in that event both the recognised representative unions shall form part of Staff side on the principle of proportionate representation basis.

Meetings - The meeting of the Committee shall take place every quarter.

Agenda - (1) The issues discussed in the preceding meetings of National Council shall be the agenda items for the Standing Committee meetings.

(2) Any issue once discussed in the National Council and then referred to the Standing Committee will not be taken up again in the National Council meeting until and unless recommended by the Standing Committee.

(3) The Standing Committee shall keep informed the National Council of the progress made on the issues discussed in the meetings of the National Council.