



# FEDERATION OF NATIONAL POSTAL ORGANISATIONS

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To  
**The Secretary**  
Dept. of Posts  
New Delhi 110 001.

Sir,

**Sub : Recognition of Federation.**

A revised Constitution incorporating all the amendments as on date is forwarded herewith.

Thanking you,

Yours Sincerely,

**(D. THEAGARAJAN)**  
Secretary General



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## CONSTITUTION

### 1. Name

The name of the Federation shall be the “Federation of National Postal Organisations” hereafter referred to as Federation.

### 2. Aims and Objects

- a) To render efficient service to the Nation
- b) To safeguard and promote the interests, rights and liberties of the members of the affiliated associations of the Postal Employees.
- c) To ventilate the problems and secure redress of grievances of the Members and settlement of differences and disputes by democratic and constitutional means in accordance with the Law of the Country.
- d) To unite the democratic forces, follow and propagate the mission and ideals of genuine and independent Associations democracies managed by the employees themselves free from the influence and control of any political party or force.
- e) To promote the social, educational and economic uplift of the Members of the Affiliates and the Employees.
- f) To render legal assistance in furtherance of the aims and objects of the Federation.

### 3. Structure

- i) The Federation shall consist of the Federation service Associations which shall agree to abide by the Constitution of the Federation and are affiliated to it.
- ii) The Association seeking affiliation to the Federation shall apply in writing to the Secretary General with affiliation fee and the statement of its office-bearers. Such application shall be placed before the Federal Congress or the Federal Working Committee of the Federation which ever meets earlier for a decision by 2/3 majority of the elected and ex-officio delegates or the 2/3 members of the Federal Working Committee.
- iii) The affiliation fee for the each Association seeking affiliation to the Federation shall be Rs. 25/-

### 4. Autonomy

The federating Associations shall be autonomus organizations on all matters pertaining to their members except in matters which come within the purview of the Federation.

The Federation shall be the supreme body in at natters of common concern and is resolutions/ directives/decisions thereon shall be bindng on the affiliated Associations.

## **5. Membership**

All members of the federating Associations shall be, ipso facto, members of the Federation and the Constitution of the Federation shall be binding on them.

## **6. Quota of Subscription**

- i) The quota of membership subscription to the Federation shall be a fixed amount per month per member from whom membership subscription is realized.
  - a. Re.1/- per member per month of an affiliated Association/Union eligible to enroll Group 'C' employees as members (Postal Assistants, Stg. Assts, Postmen, Mail Guard and MTS allied cadres and Circle Civil/Electrical union staff)
- ii) The amount of quota to the Federation computed as above shall be remitted by each Branch Unit of the Affiliates of the Federation direct to the Secretary (Finance) of the Federation.
- iii) A Branch Unit which does not remit quota to the Federation as aforesaid for a continuous period of 3 months shall be declared a defaulter and shall become liable for disciplinary action by the respective affiliate.

## **7. Management**

The Management of the Federation shall vest in :-

- a) The Federal Congress which shall ordinarily meet once in 3 years.
- b) The Federal Working Committee shall ordinarily meet once in four months and as often as may be necessary.

The Federal Congress shall be the supreme Managing Body of the Federation

## **8. Composition of the Managing Bodies**

### **A. Federal Congress**

- i) The Federal Congress shall be composed of (a) Ex-officio delegates who shall be the Members of the Federal Working Committee represented in accordance with Article 8 (B) and, (b) elected delegates representing each of the Affiliated Associations.
- ii) Each affiliated Association shall be eligible to be represented in the Federal Congress on the basis of one delegate for every 500 members or part thereof provided the balance is 250 or more. The strength of membership being calculated according to the provisions of sub-clause (iv).
- iii) Delegates to the Federal Congress of affiliated Association shall be elected in the manner provided for in its Constitution.
- iv) For the purpose of sub clause (ii) the strength of membership of each affiliated Association shall be determined according to the Quota of Subscription received by the Federation in the three financial years preceding the financial year in which the Federal Congress is held divided by

three to arrive at the average yearly quota for calculating paid membership.

- v) The Federal Working Committee shall fix the number of elected delegates who shall be eligible to represent each of the respective affiliated Association in the Federal Congress, and, inform the respective General Secretary of the affiliated Association.
- vi) Each Ex-officio delegate and elected delegate shall carry one vote.
- vii) The names and other particulars of the elected and ex-officio delegate shall be furnished to the Federation by the respective General Secretary of the affiliated Association soon after election.
- viii) Vacancies arising in the delegation of an affiliated Association shall be filled in the manner provided for in the Constitution of the respective Association and intimated to the Federation by the affiliated Association soon after filling up.

#### **B. Federal Working Committee**

- i) The Federal Working Committee shall be composed of (a) the office-Bearers of the Federation and (b) General Secretaries of the Federating Associations or the nominee of the General Secretary in his absence provided such nominee is an office-bearer of the respective All India Association. A General Secretary who is an office bearer of the Federation may accredit any office bearer of his All India Association to deputise for him in the Federal Working Committee.
- ii) As soon as may be, after the closure of the financial year, the Federal Working Committee shall meet and fix the number of elected delegates who shall be eligible to represent each affiliated Association in the Federal Congress in accordance with Article 8-A of the Constitution and the decision shall be intimated by the Federation to respective affiliated Association.

#### **9. Powers of the Federal Congress**

- i) To elect the office-bearers specified in Article 12.
- ii) To appoint an Auditor who is a Chartered Accountant.
- iii) To adopt the Report on the Activities of the Federation, audited Accounts of the Federation, and Budget Estimates for the next Financial year(s).
- iv) To effect amendments to the Constitution of the Federation by a 2/3 majority of the ex-officio and elected delegates present.
- v) To be the appellate authority in all matters pertaining to all affairs of the Federation.
- vi) To adopt resolutions on all matters of common concern to all arms of the Postal Services and any other problems of the Postal employees referred to the Federation.
- vii) To frame and adopt policies and programmes for achieving aims and objects of the Federation.
- viii) To scrutinize and satisfy itself whether the delegates to the Federal Congress representing the affiliated Association have been duly elected according to the Constitution of the Federation.
- ix) To elect representatives to the National Council and Departmental Council of the JCM as per the Rules and Regulations of the JCM, and to any other bodies.

## **10. Voting**

All decisions shall be taken and all resolutions shall be adopted by a simple majority vote in the Federal Working Committee and Federal Congress. Regarding election of office-bearers. a secret ballot shall be granted, if demanded.

Election will be conducted by the outgoing president. If the President is a contestant, a Vice president will conduct the election of the Post for which president is contesting. Article 8 (ii) will be strictly applied for the election also.

## **11. Powers of the Federal Working Committee**

- i) To supervise the work of the Federation.
- ii) To summon the Federal Congress.
- iii) To make rules in all matters consistent with the Constitution of the Federation and the laws, rules and regulations and guidelines in force as notified by the Govt. subject to ratification by the Federal Congress.
- iv) To present the Report on Activities and Audited Accounts of the Federation.
- v) To recommend a solution on matters involving conflict of interests between the affiliated Associations.
- vi) In between sessions of the Federal Congress, to exercise all the powers of the Federal Congress except those specified in sub clause (i) to (iv) of Article 9.

## **12. Office Bearers of the Federation**

The office Bearers of the Federation shall consist of

- i) President
- ii) Working President
- iii) 4 Vice-Presidents
- iv) Secretary General
- v) Deputy Secretary General
- vi) 5 Assistant Secretaries General
- vii) Secretary (Finance)
- viii) Assistant Secretary (Finance)

## **13. Functions of Office Bearers**

- a) All Office bearers of the Federation shall function subject to the control and direction of the Managing Bodies.
- i) President: The President shall preside over the Federal Congress and Meetings of the Federal Working Committee, Federal Secretariat and exercise general supervision.

- ii) Working President : The Working President shall assist the President in the discharge of his duties. The President may authorize him to perform his duties prescribed in the constitution in his absence on leave.
- iii) Vice-Presidents : The Vice-Presidents shall exercise all the powers of the President in his absence. They shall assist the President in the discharge of his duties.
- iv) Secretary-General: The Secretary General shall be the Chief Administrative and Executive Officers of the Federation. He shall issue the notice for meetings of the Federal Congress and notify the Agenda for the meetings. He shall be the Editor and Publisher of the Journal (s) of the Federation. He shall exercise general control over the funds of the Federation and attest the vouchers for payment.
- v) Deputy Secretary General : The Deputy Secretary General shall assist the Secretary-General in the discharge of his duties. The Secretary-General may authorize him to perform his duties prescribed in the Constitution in his absence on leave.
- vi) Assistant Secretaries General : The Assistant Secretaries General shall assist the Secretary General in the discharge of his duties.
- vii) Secretary (Finance): The Secretary (Finance) shall, in conjunction with the Secretary General exercise general control over the funds of the Federation. He shall be personally responsible for the funds of the Federation and shall maintain the accounts of the Federation and all records pertaining thereto. He shall receive all contributions and grant receipts in printed form. He shall make payments after getting the vouchers approved by the Secretary-General.
- viii) Assistant Secretary (Finance): He shall assist the Secretary (Finance) in the discharge of the latter's duties.

#### **14. Notice of Meetings :**

- i) A Notice of 21 days in writing shall be given to the ex-officio delegates and elected delegates to the Federal congress by the Registered Post/Speed Post. If the names and other particulars of the elected delegates are not furnished to the Secretary General and the requirements of Article 9-A (viii) and 8-A (ix) are not complied with by the respective General Secretaries, the Secretary General shall give the notice for the elected detegate(s) of the respective affiliated Associations to the General Secretary of the affiliate concerned and thus notice to the said elected delegates shall be deemed to have been given satisfying the requirements of Notice under this Article. It shall be the sole responsibility of the General Secretary concerned to give the notice and forward the Notice to the elected Delegates(s) representing his Associatin.
- ii) A Notice of 7 days in writing shall be given to the members of the Federal Working Committee for a meeting of the Federal Working Committee.

#### **15. Notice of Amendments**

Notice of amendments to the Constitution of the Federation shall be given to the Secretary General 7 days before the meeting of the Federal Congress.

## **16. Quorum**

- a) One half of the number of ex-officio delegates vide Article 8-A(i), and elected delegates shall constitute the quorum for the Federal Congress provided however half the number of the Affiliated Unions/Associations are represented.
- b) Subject to the provisions of Article 8-B (i), one half of the number of members of the Federal Working Committee will be the quorum for a meeting of the Federal Working Committee subject to the attendance of a minimum of 2 General Secretaries.

## **17. Funds**

- i) The Financial year of the Federation shall end on 31<sup>st</sup> March every year.
- ii) The funds of the Federation shall be deposited in the name of the Federation in a scheduled Bank or Fixed Deposits or Savings Certificates and operated jointly by the Secretary General and Secretary (Finance)/

## **18. Applicability of Funds**

The funds of the Federation shall be applicable for the purposes of the management of the Federation to fulfill the object and aims of the Federation

## **19. Duration of Office**

All office bearers of the Federation shall hold the office for a period of 3 years till office bearers are elected in the next Federal Congress.

## **20. Vacancies**

Any post of office-bearers which falls vacant shall be filled through an election in the Federation working committee till the next session of Federal Congress.

## **21. Discipline**

The affiliated Associations shall subscribe to the identified Discipline of the Federation and shall not do anything inconsistent with the aims and objects of the federation. The discipline of the Federation shall be binding the affiliated Associations in matter pertaining to the Federation.

## **22. Resolutions**

Resolutions shall be adopted by a simple majority vote. The guiding principle will be to seek to the extent possible a consensus of opinion by free debate and discussion before putting to vote.

## **23. Requisitions for Meetings of the Federal Working Committee**

- a) If any requisition is received by the Secretary General signed by at least 4 General Secretaries of the Affiliated Associations giving specific subjects and the reasons requiring to be discussed in the Federal Working Committee, the Secretary-General shall convene the requisitioned meeting of the Federal Working Committee within a period of 21 days from the date of receipt of the requisition by him. The requisitionists shall simultaneously furnish a copy of the requisition to the President.

- b) If the Secretary General does not call for the requisitioned meeting of the Federal Working Committee as per sub-clause (a), the President shall call for the meeting of the Federal Working Committee for the purpose for which the requisition is received by the Secretary General within 31 days of the date of receipt of the copy of the requisition by him failing which the first signatory to the requisition shall be competent to convene the requisitioned meeting of the Federal Working Committee after giving due notice to all the members of the Federal Working Committee.

#### **24. Federal Secretariat**

- i) The Federal Secretariat of the Federation shall be composed of the office-bearers of the Federation and the General Secretaries of the affiliated Associations or their respective nominee available at Delhi as and when the Federal Secretariat meets.
- ii) The Federal Secretariat of the Federation shall function as a consultative body only when the Federal Congress and Federal Working Committee are not in Session.
- iii) A Notice of 3 days in writing shall be given to the members of the Federal Secretariat for a meeting of the Federal Secretariat.
- iv) No quorum will be necessary for a meeting of the Federal Secretariat.

#### **25. Interpretation**

The Constitution of the Federation shall be construed with references to the provisions of the Central Civil services (Recognition of Service Association) Rules, 1993 and the Rules/ Guidelines related to recognition of Federation. If any question arises as to the interpretation of the above Rules/Guidelines, the Government decision shall be final.